



Notre Dame

CATHOLIC SIXTH FORM COLLEGE

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Child Protection and Safeguarding Policy and Procedures 2021-22

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Responsible	Deputy Principal

Abbreviations:

- DSL – Designated Senior Leader
- KCSie – Keeping Children Safe in Education (Statutory guidance – September 2018)
- DBS – Disclosure and Barring Service
- CLA – Child Looked After
- LSCP – Local Safeguarding Children Partnership
- LADO – Local Authority Designated Officer
- SLT – Senior Leadership Team
- SGT – Safeguarding Team
- NDCSFC– Notre Dame Catholic Sixth Form College

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1. Our Mission & Ethos

Our mission inspired by the Christian tradition is to be a community based on faith, hope and love; developing each individual intellectually, emotionally and spiritually to achieve their full potential.

To achieve this we will:

- Provide a welcoming, supportive community where everyone is valued.
- Provide a high quality, meaningful education which encourages the development of the whole person, inspired by the Notre Dame tradition.
- Promote a caring environment, rooted in the virtues of service, kindness, gratitude and respect.
- Work together for the benefit of each person as well as the wider community.
- Recognise, celebrate and treasure, without exception, the unique gifts and dignity of each person, ensuring equality and fairness for all, as found in the teaching and example of Our Lord Jesus Christ.

2. Introduction

NDCSFC fully recognises its role in safeguarding and promoting the welfare of its students and works within the national and local guidelines. To protect and support students is rooted within the Catholic faith and our understanding that they are persons made in the image and likeness of God. We aim to support our students through building healthy self-esteem, self-worth and good mental health. We seek to protect those who are vulnerable in our community fulfilling our Catholic duty.

Safeguarding: Safeguarding means protecting children from abuse and maltreatment preventing harm to children's health or development ensuring young people grow up with the provision of safe and effective care taking action to enable all children and young people to have the best outcomes.

'young people' includes everyone under 18 and all vulnerable adults

Where a young person is suffering significant harm, or is likely to do so, action should be taken to protect that young person. Action should also be taken to promote the welfare of young people in need of additional support. NDCSFC has statutory duties to assist various agencies such as the Police and Social Care with their enquiries where they reasonably suspect that a young person is at risk.

NDCSFC seek:

- That all staff are aware of their statutory responsibilities with respect to safeguarding, identifying children in need of early help, at risk of harm or those that have been harmed.
- To prevent harm to young people by creating a safe environment where learning can take place.
- A culture of vigilance is created and maintained to ensure that we will also act in the best interests of young people to protect them online and offline.
- To take appropriate action to ensure young people are kept safe within the College as far as possible.
- Systems for reporting abuse are well promoted, easily understood and easily accessible for young people.
- To ensure that students know there are adults in the College whom they can approach if worried or in

difficulty

- To endeavour to maintain effective working relationships with parents
- To provide opportunities for students to equip themselves with skills they need to keep safe
- To promote effective working relationships with outside agencies such as the Police, Social Services and other partners.
- To always act within the best interest of the young person with love, compassion and Christian values.

It is fully acknowledged that it is everyone's responsibility to safeguard children and provide a safe environment in which children can learn and that all professionals should make sure their approach is child-centered. This refers to all adults including volunteers and governors. This means that they should consider, at all times, what is in the best interests of the young person. (KCSiE 2018). The DSL is the Deputy Principal for students and the two DDSLs are the SEMH Officer and the Student Services Manager.

3. Legal Context and Framework

The policy takes into account consideration the following statutory provisions:

- Children Act 1989 (as amended 2004 Section 52)
- Education Act (2002 s175/s157)
- Care Act 2014
- The Counter-Terrorism and Security Act (2015, section 26)

It is also compliant with:

- 'Keeping Children Safe in Education' (September 2018)
- 'Working Together to Safeguard Children' (July 2018)
- What to do if you're worried a child is being abused' (March 2015)
- Ofsted: Safeguarding children and young people and young vulnerable adult's policy.

4. The aims of the Policy

- Ensure that the College complies with statutory Child Protection guidelines.
- Give clear guidance and training to staff on how to respond when a case of harm, neglect or abuse is suspected.
- Ensure that all staff are aware of their responsibilities in their dealings with young people
- Ensure a prompt and effective response when concerns are raised
- Ensure that staff are adequately trained in recommended procedures to keep themselves safe
- Ensure that all staff understand the role of the Designated Senior Leads and key staff are known and their roles understood.

NDCSFC recognises its responsibilities with regard to the protection of young people from abuse and from inappropriate and inadequate care, and it is committed to acting in accordance with the guidelines in all cases where there is a concern.

The main purpose of this document is to outline the policy procedures that should be adopted should any member of staff have cause to be concerned that a young person is being neglected or subject to abuse (including specific safeguarding issues such as Child Sexual Exploitation, Female Genital Mutilation and Forced Marriage) and to support staff in safe working practices as outline in safeguarding legislation and procedures in the Prevent Duty.

Our role in the prevention of abuse

The DSL and SGT have a role in creating opportunities for students to develop skills, concepts, attitudes and knowledge to promote and ensure their safety and well-being. These skills will be addressed through the curriculum, tutorials and assemblies ensuring that members of the college community are treated with respect and dignity, feel safe, and are

listened to in-line with promoting a Catholic ethos which fosters self-worth and respect for us all as children of God.

Our role in supporting children and young people

We will offer appropriate directed support to individuals who have experienced abuse or who have abused others. In these cases, an individual support plan will be devised, implemented and reviewed regularly should the student require additional pastoral support/intervention. This plan will detail areas of internal and external sources of support, who will be responsible for the plan and the young person's wishes and feelings. Details of the support plan will be kept recorded appropriately.

Children and young people with additional needs

NDCSFC recognises that whilst all young people have a right to be safe, some children may be more vulnerable to abuse e.g. those with a disability, special educational needs and a range of other specific circumstances. The College follows the Leeds LSCP online multi-agency procedures and will, where necessary, have due regard to the government guidance for children in specific circumstances.

5. ROLES AND RESPONSIBILITIES

- All adults working with young people in NDCSFC have a duty of care towards young people. There are key people within NDCSF who have specific responsibilities under Child Protection procedures. All staff working directly with young people will read either Part 1 or Annex A as determined by the DSL dependent on their roles, responsibilities and contact with young people.
- All staff will be aware of our systems which support safeguarding, including reading and understanding their professional responsibilities as outlined in Guidance for Safer Working Practice (2019) and the COVID addendum of GSWP (2020), understanding the role of the designated safeguarding lead (DSL/DDSL), reading and understanding the College Code of Conduct Policy and their safeguarding responses to children who go missing from education during the school day or otherwise.

a. Governing Body

The Governing Body should ensure that:

- They comply with their duties under legislation and have regard to the KCSiE2 guidance to ensure that the policies, procedures and training in the College are effective and comply with the law at all times
- The College has a Named Governor for Child Protection to take leadership responsibility for the organisation's safeguarding arrangements
- The College has an effective Safeguarding and Child Protection Policy and procedures in place in order for appropriate action to be taken in a timely manner to safeguard and promote young people's welfare. This policy should describe procedures which are in accordance with government guidance and are in keeping with locally agreed inter-agency procedures put in place by the Local Safeguarding Children Board (LSCP), be updated annually, and be available publicly
- The college pays full regard and commitment to following the safer recruitment, selection and pre-employment vetting procedures as outlined in KCSiE (2021). The College maintains a Single Central Record which demonstrates the relevant vetting checks required. A proportional risk based approach will be taken to the level of information that is provided to temporary staff and volunteers.
- All recruitment materials will include reference to the college's commitment to safeguarding and promoting the wellbeing of pupils. The college will ensure that all recruitment panels include at least one person that has undertaken safer recruitment training as recommended by Leeds LSCP.
- The College has written recruitment and selection policies and procedures in place. The Governing body should prevent people who pose a risk of harm from working with young people by adhering to statutory responsibilities

- At least one person on any appointment panel has undertaken safer recruitment training
- The College has procedures for dealing with allegations of abuse against members of staff and volunteers. Such allegations should be referred to the designated officer at the local authority
- An annual review of its policies and procedures takes place
- The Chair of the Governing body deals with any allegations made against the Principal
- To always act within the best interest of the young person with love, compassion and Christian values.

Neither the Governing body, nor individual Governors, have a role in dealing with individual student cases nor a right to know details of cases, except where exercising their disciplinary functions in respect of allegations against a member of staff.

To support the Governing Body with their fulfilment of their duties they will receive safeguarding training. Designated Governor for Safeguarding is Agnes O'Malley.

b. The Principal

The Principal will ensure that:

- The policies and procedures adopted by the Governing Board, particularly concerning referrals of cases of suspected abuse and neglect, are fully implemented and followed by all staff
- The contents of the College's 'Recruitment and Selection Policy and Procedures' is fully adhered to, including ensuring that:
 - All new staff and volunteers undergo an Enhanced DBS3 check, a Barred List check (where appropriate), identity check, two reference checks and statutory qualification check before employment commences. This applies to all staff and volunteers who are engaged in regulated activity
 - The selection of new staff will include a review of the application form including employment history and a formal selection process as appropriate for the role
 - On the rare occasion that there is a need for employment to commence without the outcome of the enhanced DBS3 being verified such staff will have a **risk assessment** undertaken which must be approved by the Principal or Deputy Principal prior to employment commencing
- Any member of the College community who is placed on the sex offenders register will have their employment terminated immediately, or, if that member of the community is a student, it is likely they will be permanently excluded from the college depending on the result of a risk assessment
- Sufficient resources and time are allocated to enable the DSL and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of young people
- All staff and volunteers feel able to raise concerns about poor or unsafe practice regarding young people, and such concerns are addressed sensitively and effectively in a timely manner
- Ensuring that staff (including temporary and supply staff) and volunteers are informed of this policy as part of their induction
- Communicating this policy to parents when their child joins the College via the College website
- Ensuring that the roles and responsibilities of the DSL/DDSL as referenced in Annex C of KCSiE (2021) are reflected in their job description.

- Ensuring that the DSL has appropriate time, training and resources, and that there is always adequate cover if the DSL is absent
- Ensuring that they complete the one day LA course for head teachers/principals on safeguarding and child protection and that all staff undertake appropriate safeguarding and child protection training and update this every three years.
- Acting as the 'case manager' in the event of an allegation of abuse made against another member of staff (including supply staff) or volunteer, where appropriate.
- Ensuring that all recommendations made by the Local Authority in relation to strengthening the College's safeguarding arrangements are actioned in a timely fashion.
- To always act within the best interest of the young person with love, compassion and Christian values.

c. Designated Safeguarding Lead (DSL)

NDCSFC has one DSLs and two DDSLs who take lead responsibility for safeguarding and child protection. This responsibility is explicit in the job description for the role of Deputy Principal; in their absence, the Principal will assume responsibility. Leeds Front Door provides advice and support to the DSL. The optimal scenario is to have a trained DSL or DDSL available on site. Where this is not possible (e.g. due to self-isolating), a trained DSL or DDSL will be available to be contacted via phone or online video – for example when working from home. During term time, the DSL will be available during school hours for staff to discuss any safeguarding concerns. Where a trained DSL (or deputy) is not on site, in addition to the above, a senior leader will assume responsibility for co-ordinating safeguarding on site.

The DSL will be given the time, training, resources and support to:

- Provide advice and support to other staff on child welfare and child protection matters
- Take part in strategy discussions and inter-agency meetings and/or support other staff to do so
- Contribute to the assessment of young people by providing as much information as possible as part of the referral process to help social care assessments consider contexts outside the home and enable a contextual approach to harm.
- Refer suspected cases, as appropriate, to the relevant body (children's social care Duty and Advice team, Channel programme, and/or police), and support staff to comply with their mandatory reporting duties in cases where FGM has been identified.
- The DSL will ensure that all staff involved in direct case work of vulnerable children, where there are child protection concerns/issues, have access to regular safeguarding supervision. (Ref: LCC Framework for Supervision (2021).).
- The DSL will also keep the Principal informed of any issues and liaise with local authority officers and relevant professionals for child protection concerns as appropriate.
- The DDSL is responsible for responding to domestic abuse notifications from the local authority and providing support to children and their families as appropriate
- The College will ensure representation at appropriate inter-agency meetings such as Initial and Review Child Protection Conferences, and Planning and Core Group meetings, as well as Family Support Meetings and provide reports as appropriate.
- Where a young person in College is subject to an inter-agency child protection plan or any multi-agency risk management plan, the DDSL will contribute to the preparation, implementation and review of the plan as appropriate.
- The designated safeguarding lead and any deputies should liaise with the other safeguarding partners and work with other agencies in line with Working Together to Safeguard Children (2018). When to call the police (NPCC 2020) should help designated safeguarding leads understand when they should consider calling the police and what to expect when they do.

Promote the educational outcomes of young people with a social worker and other students deemed vulnerable. It is essential therefore that the DSL works in close collaboration with the Student Support Manager and the SENDCO as young people who are in need of help and protection must also have their learning needs prioritised in planning to ensure education is a protective factor and not only by way of regular attendance at

school.

The Designated Safeguarding Leads will:

i) Manage Referrals

- Refer cases of suspected abuse to the local authority children's social care as required
- Refer cases to the Channel Programme where there is a radicalisation concern as required, in line with the Channel process, in line with the process shown in Appendix A.
- Refer cases where a person is dismissed or left due to risk/harm to a young person to the Disclosure and Barring Service
- Refer cases where a crime may have been committed to the Police as required
- Follow referral guidelines outlined by Leeds Safeguarding Children Board. LSCP procedural guidelines, including thresholds, can be found on the Leeds Safeguarding Children Board website:

<https://www.leedsscp.org.uk/Home>

ii) Work with others

- Liaise with the Principal to inform of any issues and ongoing investigations and ensure there is always cover for this role
- Seek supervision with Safeguarding Staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies. Act as a source of support, advice and expertise for staff
- Contribute to inter-agency working in line with statutory guidance Working Together to Safeguard Children. The College, mainly through the DSL, will work closely with social care, the police, health services and Leeds's Children's Board to promote the welfare of children and protect them from harm. The DSLs will access advice and guidance from relevant external agencies.
- Provide a co-ordinated offer of early help when additional needs of young people are identified and contribute to inter-agency plans to provide additional support to children subject to child protection plans
- Recognise the importance of information sharing between professionals and local agencies and refer to relevant guidance (Information sharing: Advice for practitioners) when doing so. It is recognised in respect of information sharing that whilst the Data Protection Act 1998 places duties on organisations and individuals to process personal information fairly and lawfully, it is not a barrier to sharing information where the failure to do so would result in a young person being placed at risk of harm. Fears about sharing information cannot be allowed to stand in the way of the need to promote the welfare and protect the safety of young people. To aid effective information sharing the College will refer to the 7 Golden Rules of Information Sharing as outlined in HM Government guidance on Information Sharing

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419628/Information_sharing_advice_safeguarding_practitioners.pdf

iii) Training

DSL training:

- The DSLs will undergo training to provide them with the knowledge and skills required to carry out this role; this training should be updated at least every two years.
 - The DSLs will undertake Prevent awareness training.
 - In addition to formal training, their knowledge and skills should be refreshed at regular intervals, as required, but at least annually, to allow them to understand and keep up with any developments relevant to the role:
- Understanding the assessment process for providing early help and intervention.
 - Knowledge of how local authorities conduct a child protection case conference and review conference. Where possible, and in most cases, it is expected a DSL will be able to attend and contribute to these effectively when required to do so
 - Being alert to the specific needs of children in need, those with special education needs and young carers

- Being able to keep accurate and secure records of concerns and referrals
- Supporting the College with regards to the requirements of the Prevent duty and be in a position to provide advice and support to staff on protecting children from the risk of radicalisation
- Encouraging a culture of listening to young people and taking account of their wishes and feelings

Role of DSL for staff training:

- Ensure each member of staff has access to and understands the College's Safeguarding and Child Protection Policy and procedures
- Ensure all staff members receive appropriate safeguarding and child protection training which is regularly updated
- Ensure all staff member receive safeguarding and child protection updates as required, but at least annually, to provide them with the relevant skills and knowledge to safeguard children effectively
- Manage staff training to enable staff to recognise and identify signs of abuse, when it is appropriate to make a referral and how this should be done
- The DSL, the SGT and the nominated governor for child protection will attend relevant training at intervals of no longer than two years. The Principal will be properly briefed on child protection and safeguarding issues.
- All other staff will receive training on how to handle disclosures as part of their induction. Annual training for all staff will also be organised.

iv) Raising Awareness

- Ensure the College's **Safeguarding and Child Protection Policy is updated and reviewed annually** and the procedures and implementation are updated and reviewed regularly, and work with the Governing Board regarding this
- Ensure the College's Safeguarding and Child Protection Policy is known, understood and used appropriately
- Ensure the College's Safeguarding and Child Protection Policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the College in this
- Link with the local LSCP to make sure staff are aware of training opportunities and the latest local policies on safeguarding
- The DSL will take lead responsibility for dealing with child protection issues, providing advice and support to other staff, liaising with the LEA, and working with other agencies. The DSL will have the status and authority within the College's management structure to carry out the duties of the post including committing resources to child protection matters, and where appropriate, directing other staff
- All other staff in college will undertake training to equip them to carry out their responsibilities for child protection effectively, which will be kept up to date by refresher training. Temporary staff and volunteers who work with children will be made aware of the College's arrangements for child protection and their responsibilities

v) Risk Assessments

Where risk and vulnerability are known [for example; those with a learning difficulty, or looked after children], the College prepares for the young person in terms of liaising with High Schools, College staff and carers as appropriate. These actions may be taken by the DSL, Learning Support Manager or a member of the Pastoral Team. As with all students any safeguarding concerns should be passed on to the DSL.

vi) Vulnerable Young Person

The College recognises that some young people are particularly vulnerable and may require enhanced support during their time at college. We recognise that while all young people have a right to be safe, some young people *may* be more vulnerable to abuse e.g. those with a disability, special educational need, mental health issues or those living with domestic violence or drug/alcohol abusing parents, parents mental health issues, learning disabilities, children who are in care or previously looked after, children having adverse childhood experiences etc.

The College recognises that each individual may require, or prefer, different levels of monitoring and support. We will therefore endeavour to agree individual support with the young person, and appropriate parties, based on their individual circumstance and progress.

Whilst this is not an exhaustive list the College classifies the following as indicators of increased vulnerability:

- May experience discrimination due to their race, ethnicity, disability, religion, gender reassignment, sex or sexual orientation.
- Have English as an additional language
- Are at risk of FGM, sexual exploitation, forced marriage, or radicalisation
- Are asylum seekers,
- Children who are in care, previously looked after or any children not growing up with their birth family (this covers private fostering and all kinship arrangements)

- **Child Looked After**

On the identification of a CLA the DSL's will seek to obtain, and record, further information in relation to the young person's looked after legal status, with due regard to KCSiE2 guidance (page 20). This includes previously looked after or any young person not growing up with birth family (when College is aware), this covers private fostering and all kinship arrangements.

The DSL will liaise with the Student Support Manager to check what additional financial arrangements may be available. In discussion, and agreement, with the young person and appropriate parties, an appropriate level of additional support will be offered to the student. The Designated person for Looked After and Previously Looked After children is Deborah O'Connor.

- **Young Carer**

On the identification that a young person is a Young Carer the Student Support Manager will gather relevant information to consider what additional support is suitable. A learner flag will be set on CEDAR to inform teachers.

- **Pregnancy**

A student who is pregnant should be referred to the Student Support Manager Care to discuss any additional support requirements and for a risk assessment to be arranged with Estates (Health and Safety).

- **Parent**

A student who is a parent will be referred to Student Services to check appropriate financial support is in place and will have a flag on CEDAR to inform teachers.

- **Gender identity/ Transgender Students**

Support will be provided for individual students.

- **Special Educational Need and Disability (SEND)**

Young people with special educational needs (SEN) and disabilities can face additional challenges and the College is aware that additional barriers can exist when recognising abuse and neglect. Staff should ensure that indicators of possible abuse, such as behaviour, mood and injury do not automatically relate to the young person's disability and be conscious, where appropriate, to consider further exploration. Staff should be vigilant that young people with SEN/disabilities may be disproportionately impacted by things, such as bullying and that communication barriers may exist that make it more difficult to recognise this. Further information of the College's support for SEND students can be viewed in the Special Educational Need and Disability Policy.

In order to promote positive educational outcomes for vulnerable young people, including young people with social workers information that can help to support positive outcomes being achieved will be shared with colleagues in College that are not DSL's or DDSL's as appropriate.

- **Domestic Violence:**

Where a member of staff is aware of incidents of violence between adults in households where there are young person's attending college, they will share these concerns with the DSL. The DSL will consider the need for a formal referral to the Social Services Department / Police based on professional judgement and the level of any potential/actual risk to the individual or their siblings. Where police NV notifications are received, a member of the SGT will meet with the student that day to discuss support requirements.

In all of these examples the young person will have access to an Achievement Tutor who are responsible for their day-to-day monitoring and available for pastoral support and guidance. Academic progress can be supported via CEDAR and additional support can be accessed through the Learning Support team. Information will be shared proportionately with relevant college personnel.

- **Difficult Living Situations**

for example, temporary accommodation or independent livers. These students will have access to support through the Student Support Manager as well as their Achievement Tutor.

vii) Child Protection Files Transfer

- NDCSFC will request to all schools that child protection files OR the FE safeguarding information form, are transferred securely as set out in 'The Education Regulations' (2005). It is understood that consideration will first be given to the pupil's wishes and feelings about their child protection information being passed on and that schools may retain original copies.
- When an individual about whom there are child protection concerns leaves the College, the College will endeavour to transfer the information to the individual's new college/school, if appropriate, as soon as possible.

viii) Information sharing

We recognise the need to effectively share information with partner agencies to help identify, assess and respond to risk whilst having due regard for The Data Protection Act and GDPR (2018). We appreciate that GDPR is not a barrier to sharing safeguarding information but acts as a framework to ensure personal information is shared appropriately.

NDCSFC will comply with information requests from partners within the multi-agency system, as outlined in 'Working Together to Safeguard Children' (July 2018) and will contribute to all reports. When there is a concern that a child is at risk of significant harm, all information held by the establishment will be shared with Children's Social Care, police and health professionals, in line with Section 47 of the Children Act (1989) and sections 10 and 11 of the Children Act (2004).

ix) Recording keeping

- All concerns, discussions and decision made and the reasons for those decisions should be recorded. Records should be stored in a secure area of CEDAR which is only accessible by authorised personnel who have designated safeguarding responsibilities. The College will comply with data protection legislation. The DSL will review young people with secure safeguarding CEDAR records so that any concerning patterns of behaviour can be identified and acted upon accordingly. In cases of alleged child abuse which come to court, the court may require the college to provide its child protection records. Similarly, Counselling logs can also be called for scrutiny if a serious allegation is made. The DSL records should include action taken in the cases where:
 - There is suspected child abuse
 - Where a young person had their name on a Child Protection Plan.

x) Home Schooling

Where a parent/carer has expressed their intention to remove a young person from school with a view to educating at home, the College will, working in partnership with the LA and other key professionals will speak to parents/carers. Ideally, this would be before a final decision has been made, to ensure the parents/carers have considered what is in the best interests of the young people. This is especially important where the young person has SEND, is vulnerable, and/or has a social worker.

6. Safeguarding - All staff

a. Introduction

KCSiE2 recognises that colleges and their staff are an important part of the wider safeguarding system for children, particularly because they are able to identify concerns early, provide help for young people and prevent concerns from escalating.

All staff have a responsibility to safeguard and promote the welfare of young people act on any suspicion or disclosure that may suggest that a young person or vulnerable adult is at risk of any form of harm, and to identify young people who may benefit from early help and support.

The stress on staff involved in any aspects of child protection work is considerable and the College will ensure that such staff are properly supported. The Principal and the DSL will be responsible for supporting the staff concerned and, where necessary, seek help from outside the college.

All members of the College staff should be aware of systems within the college which support safeguarding, including:

- **The Safeguarding and Child Protection Policy**
- **The College Designated Safeguarding Team** and their role
- **Keeping Children Safe in Education** (Part 1 - Information for all school and college staff)

A key responsibility of staff is to be aware of the forms of abuse and neglect a young person may be subject to, be prepared to identify them and know what action to take should they be suspicious or receive a disclosure. Where staff have a safeguarding concern for a young person there should be a referral to the Designated Safeguarding Team Lead.

All staff will:

- all staff are expected to read this policy as part of their induction arrangements as well as the documents referenced in section 5.2 (All staff) below and any updates therein.
- read and be familiar with 'Keeping Children Safe in Education' Part 1 and Annex A (DfE 2018);
- remember that the child's welfare and best interests must be the paramount consideration at all times;
- be familiar with the college's child protection policy and procedures, including issues of confidentiality;
- be alert to signs and indicators of possible abuse, exploitation and radicalisation and maintain a culture of vigilance;
- deal with a disclosure of abuse from a child in line with College procedures and record concerns accurately on the relevant forms. These must be passed to a member of DST immediately. Staff should not take it upon themselves to investigate concerns or make judgments;
- be involved in on-going monitoring and recording to support the implementation of individual education programmes and inter-agency child protection and child support plans; take an active role in educating young people on all safeguarding issues;
- be subject to Safer Recruitment processes and checks, including DBS, whether they are new staff, supply staff, contractors, governors, volunteers etc.;
- be expected to behave in accordance with Guidance for Safer Working Practice for those Working with Children and Young People in Education settings (Safer Recruitment Consortium October 2015).
- always act within the best interest of the young person with love, compassion and Christian values.

b. Forms of abuse and neglect and other safeguarding issues

Abuse is defined as a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Young people may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or by another young person or young people.

- **Physical Abuse:** Physical abuse may involve hitting, shaking, burning or scalding, drowning, suffocating or otherwise causing physical harm to a young person. It may be done deliberately or recklessly or be the result of a failure to prevent injury occurring. Physical harm may also be abused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a young person.
- **Neglect:** Neglect is the persistent failure to meet a young person's basic physical and/or psychological needs likely to result in the serious impairment of the young person's health or development.

- **Emotional Abuse:** The persistent emotional maltreatment of a young person such as to cause severe and adverse effects on the child's emotional development. It causes adverse effects on the young person's behaviour and emotional development and can result in feelings of low self-worth. A level of emotional abuse is involved in all types of maltreatment of a young person, although it may occur alone.
- **Sexual Abuse:** This involves forcing or enticing a young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the young person is aware of what is happening. Perpetrators of sexual abuse can be adult males, women or other young people.
- **Peer on peer abuse**
 We recognise that young people can be capable of abusing their peers and that peer on peer abuse can manifest in many different ways, including: on-line bullying, sexting, initiation/hazing and inappropriate/harmful sexualised behaviours. Where young people have exhibited inappropriate/harmful sexualised behaviour, the DSL will instigate a coordinated multi-agency approach in consultation with Leeds Social Care through a risk and vulnerabilities management plan (RVMP), which may include, parent/carers, police, youth justice children's social work service and health professionals. We will ensure that the needs of young people who abuse others will be considered separately from the needs of their victims. Young people who abuse others will be responded to in a way that meets their needs as well as protecting others within the school community through a multi-agency risk assessment.
 If the alleged perpetrator also attends NDCSFC, a risk assessment will be undertaken to minimise the likelihood s/he will not come into contact with the victim whilst the police/college establish the facts of the case and until any criminal prosecution is completed. Should the investigation result in a conviction or caution, permanent exclusion of the perpetrator will be considered.
- **Sexual harassment** is the unwanted conduct of a sexual nature, often based on a power imbalance, that violates a young person's sense of dignity and leads to feelings of shame, degradation and intimidation. Sexual harassment may include: lewd comments, sexual taunting, physical behaviour such as unwanted touching or upskirting and online abuse such as non-consensual sharing of sexual images. Such behaviour will not be tolerated at NDCSFC, will not be seen as 'banter' or 'humour' and will result in sanctions such as exclusion being considered. Staff will challenge any exchanges that are seen as harassment and will report them immediately to the SGT. For young people who have sexually harmed or may have sexually harmed peers, a RAMP will be completed that includes safety and support planning. As outlined in DfE Guidance (Dec 2017), sexual violence and sexual harassment can occur between young people of either sex and may involve a single or a group of perpetrators. Sexual violence and sexual harassment exist on a continuum, may overlap and may be physical, verbal, person to person or online.
- All concerns around peer on peer /child on child abuse will be taken seriously, reported, investigated, recorded and managed in line with the child protection procedures outlined in this policy. Our College will ensure that at least one member of the College's safeguarding team has completed the 1 day LA training on understanding and managing harmful sexual behaviour in education settings <https://www.leedsforlearning.co.uk/Training>.
- We recognise that sexual violence and/or sexual harassment can happen anywhere including educational settings. Where concerns of sexual violence or sexual harassment are witnessed, disclosed or reported to the College (including those that have happened outside of College) the concern will be taken seriously. We recognise that sexual violence and harassment exist on a continuum and may overlap; they can occur online and face to face (both physical and verbal) and are never acceptable. In responding to such concerns DSL must (where appropriate) always complete an AIM (Assessment, Intervention, Moving On) checklist and contact the Duty and Advice team if appropriate **and follow the principles set out in Part 5 of KCSiE and the DfE guidance on Sexual Violence and Sexual Harassment (2021)**.
- We will ensure that the needs of children who may have/have sexually harmed others will be considered separately from the needs of those who have/may have been subject to sexual harm. Children who have/may have sexually harmed others will be responded to in a way that meets their needs as well as protecting others within the school community through a multi-agency risk assessment management plan (RAMP). Where appropriate there must be a coordinated multi-agency approach to risk assessment which will include involvement of parent/carers, social care, health, police and youth justice (where appropriate). From a best

practice perspective the RAMP should be independently chaired. Further support and advice on AIM Checklists and/or undertaking a RAMP can be obtained from the Education Safeguarding Team.

- We will ensure that all young people who may have/had been sexually harmed will be taken seriously and that they will be supported and kept safe.
- In cases where allegations of sexual violence and/or harassment are found to be unsubstantiated, unfounded, false or malicious, the DSL will consider whether the person who has made the allegation is in need of support or may have been abused by someone else. In cases where the report is found to be deliberately invented or malicious the school will consider whether it is appropriate to take any disciplinary action in keeping with the College's Code of Conduct policy.

~~Sexing~~ Sharing of nude and semi-nudes – The College informs and reminds students of the law regarding the creation and sharing of sexual images and videos of under 18s. When an incident involving youth-produced sexual imagery is discovered or disclosed, the DSL will investigate, interviewing the relevant young people to find out how widely the image has been shared, its host location and its content (the DSL will avoid viewing the image).

We will identify and provide opportunities for children to develop skills, concepts, attitudes and knowledge to promote their safety and well-being.

- We will ensure that young people are taught about safeguarding, including online safety, and recognise that a one size fits all approach may not be appropriate for all young people, and a more personalised or contextualised approach for more vulnerable children, victims of abuse and some SEND children may be needed.
- As part of providing a broad and balanced curriculum, relevant issues will be addressed through the Tutorial Programme, including self-esteem, emotional literacy, assertiveness, power, relationship and sex education, online safety, online bullying, sexting, child exploitation (CSE/CCE), sharing nudes and semi-nudes, female genital mutilation (FGM), preventing radicalisation, peer on peer abuse, consent, online safety, anti-bullying, unhealthy and abusive family relationships.

The DSL will then:

- contact the police if the people involved are under 18; or if the images may relate to grooming, blackmail or coercion; or the images are violent or extreme
- consider sharing information with parent/carer, taking the student's wishes into consideration
- contact NetAware and the Internet Watch Foundation to try and have the image taken down

At all times, the focus will be on safeguarding the young person rather than criminalising the behaviour.

- **Child Sexual Exploitation:** Child sexual exploitation (CSE) involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities. Sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups. What marks out exploitation is an imbalance of power in the relationship. The perpetrator always holds some kind of power over the victim which increases as the exploitative relationship develops. Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyberbullying and grooming. However, it is also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse.

Also known as County Lines, CCE (child criminal exploitation) refers to the use of young people under 18 to aid the supply of drugs to rural and coastal areas by urban gangs. Given the inner city location of NDCSFC, staff should be alert to signs of such exploitation (absences from college and home, unexplained acquisition of money or valuable items such as new mobile phones, excessive receipt of texts/phone message in college hours etc.) and which students may be vulnerable to such abuse. The DSL, in conjunction with the Catholic Care Social Worker,

will refer such concerns to Leeds Safeguarding Board.

- **Honour Based Violence (HBV), including Female Genital Mutilation (FGM) and Forced Marriage**

So-called; honour-based' violence (HBV) encompasses crimes which have been committed to protect or defend the honour of the family and/or the community, including FGM and forced marriage. All forms of so called HBV are abuse (regardless of the motivation) and should be handled and escalated as such.

FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences. Section 5B of the Female Genital Mutilation Act 2003 places a statutory duty upon teachers to report to the police where they **discover** that FGM appears to have been carried out on a girl under 18.

Those failing to report such cases will face disciplinary sanctions. Teachers must personally report to the police cases where they discover that act of FGM appears to have been carried out; although they should still involve the Designated Safeguarding Leads and, where appropriate, Children's Social Care.

12.1 In suspected cases of FGM, where a teacher suspects a girl under 18 may be at risk, and in cases relating to girls aged 18 or over teachers should discuss their concerns with a DSL. The DSL will follow the College's normal safeguarding procedures and involve children's social care as appropriate. This is a statutory duty, and teachers will face disciplinary sanctions for failing to meet it. **Any teacher** who discovers that an act of FGM appears to have been carried out on a **pupil under 18** must immediately (in consultation with the DSL) report this to the police, personally and follow our [local safeguarding children's partnership procedures](#).

- Forced Marriage: Forcing a person into a marriage is a crime in England. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or any form of coercion is used to cause a person to enter into a marriage.

Any concerns or suspicions of so-called HBV, including FGM and Forced Marriage, should be discussed directly with a member of the Safeguarding Team, or the Principal in their absence.

Preventing Radicalisation

- Radicalisation is defined as the process by which people come to support terrorism and violent extremism and, in some cases, to then participate in terrorist groups.
- The Counter-Terrorism and Security Act places a duty on specified authorities, including education providers, in the exercise of their functions, to have due regard to the need to prevent people from being drawn into terrorism ("the Prevent duty"). Colleges which are required to have regard to KCSiE2 are listed in the Act as partners of the panel. The College has a designated Strategic Lead for the Prevent Duty, this is the Vice Principal and a Single Point of Contact which is a designated Director of Students.
- Prevent awareness training is provided to equip staff to identify students at risk of being drawn into terrorism and to challenge extremist ideas. Staff are informed to be alert to the possible signs of radicalisation and are informed to pass any such concerns to the College DSLs.
- Staff should understand their role with regard to 'the Prevent Duty'. Where there is concern for a student(s) the College will refer to the 'Channel Referral Process'. As per KCSiE2 any concerns in relation to possible radicalisation may be discussed with parents unless there is a specific reason to believe that to do so would put the student at risk.
- The College's IT policy is reviewed and updated to conform with the College's approach to preventing radicalisation.
- Further information on the Colleges approach to preventing radicalisation can be viewed in the Prevent Position Statement and the Prevent Risk Assessment and action plan.

Any concerns or suspicions of possible radicalisation should be discussed directly with a member of the Safeguarding Team, or Principal in their absence.

<https://www.leeds.gov.uk/docs/102%20-%20Radicalisation%20and%20preventing%20extremism.pdf>

On line safety

The use of technology has become a significant factor in many safeguarding issues as it provides a platform that potentially facilitates abuse in cases of CSE, radicalisation, sexual predation etc. As such, we recognise the need to safeguard NDCSFC students from potentially harmful and inappropriate material on line.

KSiE (2018) highlights three area of risk:

- Content – being exposed to illegal, harmful or inappropriate material
- Contact – being subjected to harmful online interaction
- Conduct – personal online behaviour that increases the likelihood of, or causes, harm

Smoothwall filters are used to alert the SGT if a student attempts to access inappropriate sites. The DSL will investigate concerns and this may include reviewing the student’s browsing history and discussing the concern with the student and parent/carer. As part of the College’s tutorial project, students will be informed about safe on-line practice and how to report concerns. The College’s online safety policy is reflective of the requirements set out in KCSiE (2021) in regards to content, contact, conduct and commerce. The College’s online safety policy is aligned to the College Code of Conduct and reflects our approach to issues of online safety (including the sharing of nudes and semi-nudes) that empowers us to protect and educate the whole school or college community in their use of technology and establishes mechanisms to identify, intervene in, and escalate any incident where appropriate

Children Missing from Education

A young person going missing from education is a potential indicator of abuse or neglect. In conjunction with the College’s attendance officer, a member of the Safeguarding Team should be alert for students who absence is unexplained and, for an absence of more than five days, should make reasonable attempt to contact home and establish their whereabouts. A home visit by Catholic Care SW will be made if no phone contact is made.

Mental Health

NDCSFC recognise the growing need for addressing students’ mental health needs and seek to be proactive in supporting students to maintain academic progress in the face of health challenges. The College also recognises that it’s Christian duty is to support vulnerable young people to achieve tier potential. Staff should alert a member of the Safeguarding Team if they have concerns about a student. Students will then be supported and signposted to appropriate internal and external sources of support. NDCSFC has a number of Mental Health First Aiders (staff and students) who may be involved in supporting acute individuals. Mental health issues that may impact on young people include, but not exclusive to, anxiety, self-harm, suicidal ideation.

The College’s SEND policy refers to the support offered for students with Social, Emotional and Mental Health Difficulties.

Other

- All staff should have an awareness of safeguarding issues in addition to those above; examples (but not exhaustive) are available in KCSiE2 (September 2016 - Page 12) and are listed on the staff safeguarding lanyard cards and office posters. Staff should be aware that behaviours linked to the likes of drug taking, alcohol abuse, truanting and sexting put young people in danger.
- All staff should be aware that safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but not limited to, bullying (including cyber bullying), gender based violence/sexual assaults and sexting. **Staff should be clear to discuss any such concerns with the College’s Designated Safeguarding Leads immediately.**
- Expert and professional organisations are best placed to provide up-to-date guidance and practical support on specific safeguarding issues and links to relevant organisation are available from members of the Pastoral Team and can be found on Moodle. **Advice and guidance can, and should, be sought from the College’s Designated Safeguarding Leads.**

c. Identifying abuse, neglect and safeguarding concerns:

Staff should be aware that abuse, neglect and safeguarding issues are rarely standalones events that can be covered by one definitive or label. In most cases, multiple issues will overlap with one another. Below is not a definitive list but some of the signs that may become apparent to staff and should read alongside **KCSiE Part 1** and **Annex A**.

Some Signs of Abuse	
Unexplained bites, burns or bruises	Continual self-deprecation

Admission of punishments to self or siblings which is significant	Fear of new situations/ persons
Shrinking from physical contact	Inappropriate emotional responses
Fear of returning home or parents being contacted	Self-harm
Fear of medical help	Compulsive stealing/ scrounging
Aggression or bullying	Drug or alcohol abuse
Unexplained patterns of absences/ poor, sporadic attendance	Detachment / 'don't care'
Eating disorders	Attention-seeking behaviour

d. Procedures for dealing with a child or young person at risk of serious harm

Where it is believed that a young person is suffering from, or is at risk of serious harm, we will follow NDCSFC's and the LSCP's child protection and safeguarding procedures. If a member of staff becomes aware that a young person may be at risk of serious harm or is suffering from abuse, s/he is responsible for informing the DSL, or a member of the SGT.

- If a young person discloses abuse, the member of staff must make clear that the information will be passed on. Details of the conversation should be recorded verbatim and these notes passed to the DSL. A Wellbeing Referral form should be completed.
- When abuse is disclosed, the SGT should gather sufficient information to establish a genuine cause for concern, and will take care to avoid possible contamination of evidence in the event of any future police action.
- The DSL will decide on action to be taken and will, where appropriate, liaise with other agencies as soon as possible;
- Secure child protection notes will be added to Cedar (electronic chronology).
- Parents/carers will be informed regarding the decision to make a referral except in cases where this may increase the risk of harm to the young person or where it may otherwise undermine an investigation. The young person's wishes will always be considered.

Staff can at any time seek advice and guidance on safeguarding by meeting with a member of the College's Safeguarding Team.

Any noticeable change in behaviour, appearance, attendance can be a possible cause for concern.

Do:	Do Not:
Be observant	Delay
Act promptly for concerns at any 'level'	Make assumptions or judgements
Be aware of your position of trust / duty of care	Panic
Stop, listen and keep calm	Make a promise
Use open questions	Ask leading questions
Report promptly to the DSL	Criticise
Record accurately	Carry out an investigation
Keep the student informed	Keep sensitive information to yourself
Remember that the learner's welfare is the paramount consideration	Keep concerns to yourself
Utilise available help, support and expertise; ask if you're not sure!	

e. Early help

Early help means providing support as soon as a problem emerges at any point in a young person's life. All staff should be alert to identifying where a young person may benefit from early intervention. Staff should discuss possible early help requirements with a student's Achievement Tutor and/or a DSL. Where other agencies and/or professionals are involved in an early help assessment or providing support, staff may be required to provide support. In cases of early help intervention, a DSL will consider the most appropriate support package based on the individual circumstances of

the individual. This may include seeking advice or support from external agencies such as Leeds Safeguarding Board. Parental agreement for an early help referral will usually be requested by a conversation with a parent and a DSL. Where a young person is identified as benefiting from early help a range of support can be offered from within college. Staff should understand the early help process and their role in it, including being alert to emerging problems that may warrant Early Help intervention, particularly those identified in Part 1 of KCSiE. All staff should be reporting emerging problems that may warrant early help intervention to a DDSL.

f. Confidentiality

-Information will only be shared on a 'need to know' basis.

-It is paramount that staff NEVER guarantee confidentiality to a young person and must never agree to 'keep a secret' as outlined in Safer Working Practice for Adults who work with Children and Young People in Education Settings (2015).

- All staff must have due regard for the relevant data protection principles which allow them to share (in the context of their role) and withhold personal information, as provided for in the Data Protection Act 2018 and GDPR.

- In order to promote positive educational outcomes for vulnerable children, including children with social workers information that can help support positive outcomes being achieved may be shared with colleagues in College that are not DSL's/ DDSL's. Usually, consent from the young person will be sought.

g. Acceptable Restraint

The College follows the guidance as outlined in the DFE publication and recommended by the LEA:

Use of Reasonable Force: advice for school [or, for the purposes of this policy, College] leaders, staff and Governing Bodies which can be accessed via:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/444051/Use_of_reasonable_force_advice_Reviewed_July_2015.pdf

This is non-statutory advice from the Department for Education. It is intended to provide clarification on the use of force to help staff feel more confident about using this power when they feel it is necessary and to make clear the responsibilities of school leaders and governing bodies in respect of this power.

h. What staff should do if they have concerns about another staff member

As outlined in KCSiE2 if staff members have concerns about another staff member, then this should be referred to the Principal. Where there are concerns about the principal, this should be referred to the chair of governors. Staff may consider discussing any concerns with the College's Designated Safeguarding Lead and make any referral via them.

i. What staff should do if they have concerns about safeguarding practices within college

All staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the college safeguarding regime and know that such concerns will be taken seriously by the Senior Leadership Team. The College aims to promote a safe, comfortable and transparent environment where such concerns can be discussed appropriately.

Where a staff member feels unable to raise an issue other whistleblowing channels may be open to them. Guidance for this is outlined in KCSiE2 (page 9).

j. Relationships between staff and students

The College aims to provide a working and learning environment which enables staff and students each to realise their full potential and contribute to a vibrant and mutually supportive community. The College is keen to ensure that students' experience at the College is maximised, and acknowledges that as a part of achieving that goal, staff (both teaching and support staff) will form mutually rewarding and professional relationships with students.

However, to protect staff and students, the boundaries of personal and professional life must be fully recognised and respected.

Under the Sexual Offences Act 2003 it is a criminal offence for a person aged 18 or over ('A') to engage in prescribed sexual activity (including touching) with someone under the age of 18 ('B') where A is in a position of trust in relation to B. For these purposes, a position of trust includes where A looks after (including having responsibility for) persons under 18 who are receiving education at an educational institution and B is receiving education at that institution. The College also strictly prohibits any such activity.

In addition, any relationship which could impair professional judgement, compromise integrity or affect the proper teaching or reputation of the College must be avoided.

For the purposes of this policy, an 'Intimate Relationship' includes:

- a. any sexual or romantic relationship whether a heterosexual or same sex relationship'; and/or
- b. any relationship which could impair professional judgement, compromise integrity or affect the proper teaching or reputation of the College.

The College strictly prohibits intimate relationships between members of staff and students of the College.

In order to protect the welfare of members of staff and former students, to preserve the reputation of the College and to avoid incidents and allegations of impropriety, bias, abuse of authority, discrimination and harassment, conflict of interest, favouritism and potential disruption to the teaching and learning environment, the College strongly discourages any sexual or romantic relationship (whether a heterosexual or same sex relationship) between members of staff and former students of the College (including, in particular, any individual whose student relationship with the College ceased in the previous 12 months and/or who is under the age of 18).

Staff should be aware that a breach of this policy could lead to action under the College's Disciplinary Policy and Procedure, including sanctions up to and including dismissal.

k. Allegations of abuse made against teachers and other staff:

Where there are concerns about abuse by a member of staff, the Principal must be informed immediately.

The procedures for dealing with allegations need to be applied with common sense and judgement, and will follow guidance as set out in KCSiE2 (Part four).

Any allegation of abuse made against a teacher or other member of staff or volunteer will be dealt with very quickly, in a fair and consistent way that provides effective protection for the child and at the same time supports the person who is the subject of the allegation.

The LADO will give appropriate advice on how to manage the allegation.

The Principal should inform the accused person about the allegation as soon as possible after consulting the LADO. However, where a strategy discussion is needed, or police or children's social care may need to be involved, the Principal should not do that until those agencies have been consulted, and have agreed what information can be disclosed to the person. If the person is a member of a union or professional body s/he should be advised to contact that body at the outset.

Suspension should be considered in any case where there is cause to suspect a young person is at risk of significant harm, or the allegation warrants investigation by the police, or is so serious that it might be grounds for dismissal.

However, a person must not be suspended automatically, or without careful thought.

In cases where it is decided on the conclusion of the investigation that a person who has been suspended can return to work, the college should consider how best to facilitate that.

Any staff/volunteers who are dismissed by the college for gross misconduct or cumulative misconduct relating to safeguarding of children/young people will be referred to the DBS for consideration of barring. Similarly, where the college has a reasonable belief that the member of staff/volunteer would have been dismissed by the college had they been employed at the time of the conclusion of investigations will be referred to the DBS. The college will keep written records of all of the above.

Where a staff member feels unable to raise an issue with their employer or feels that their genuine concerns are not being addressed, staff can contact any of the professionals named in the above paragraph, in addition to other whistleblowing channels which may be open to them.

To minimise the risk of unfounded allegations being made, staff should be aware of our Social Networking Guidance for Staff, Email Use Policy and our Acceptable Use Policy. The College's Induction training for new staff advises against the use of social networking sites with students and giving students access to personal mobile phone numbers or email addresses.

Procedure

In case of a complaint the Principal will appoint a case manager, DSL. They should follow the following procedure:

- Where the Principal determines that a safeguarding allegation does not meet the harm threshold they will refer the matter to the DSL for appropriate safeguarding training.

All staff must fully understand that any adult behaviours that deviate from the Guidance for Safer Working Practice, including inappropriate conduct outside of work are a concern, even if they are low-level. Low-level concerns are concerns that do not meet the harm test/allegations threshold. Examples of such behaviour include:

- *Being over familiar with children*
 - *Having favourites*
 - *Taking photographs of children on their mobile phone*
 - *Engaging with a child on a one-to-one basis in a secluded area; or*
 - *Using inappropriate sexualised, intimidating or offensive language.*
-
- The case manager should ensure that the child is not at risk and where appropriate ensure that the child is referred to the local authority Duty and Advice team as referenced in Part 1 of KCSIE.
 - The case manager should gather as much information about the alleged incident as necessary in order to establish whether there is substance to the allegation. In situations where the case manager determines that the harm test has not been met the case manager must ensure that there is a clear record of the incident, include any actions (including whether any HR advice had been sought and actioned) taken to address the concern raised. This record must be kept confidential, stored securely and comply with the Data Protection Act 2018 and the UK GDPR (2018). All low level concern records will be kept for 12 months after the individual leaves employment of the College.
 - In situations where the case manager has sufficient information to suggest that the harm test/allegations threshold has been met, the case manager must use the local authority designated officer (LADO) notification form in order to assess the level of concern, **prior to contacting the LADO**. As part of this initial consideration, the case manager should consult with their school's HR Manager or in the case of a supply member of staff the supply agency safeguarding lead/senior manager. The completed LADO notification form must be sent to lado@leeds.gov.uk **within one working day of the allegation being made**. This will assist the case manager and HR/supply agency senior manager in consultation with the LADO to decide on the most appropriate course of action. This includes when to inform the member of staff of the concerns raised. Parents or carers of the child or children involved should be told about the allegation as soon as possible if they do not already know of it.
 - The case manager **must not** carry out an investigation or **directly interview** an individual about whom there is a concern until the above process has been duly completed and relevant partners have been consulted. The case manager must attend any meetings organized by the LADO.
 - Any staff/volunteers who are dismissed by the school for gross misconduct or cumulative misconduct relating to safeguarding of children/young people will be referred to the DBS for consideration of barring. Similarly, where the school has a reasonable belief that the member of staff/volunteer would have been dismissed by the school had they been employed at the time of the conclusion of investigations, they will be referred to the DBS. The school will keep written records of all of the above.
-
- **LADO Contacts: Claire Ford, Carolyn Hargreaves or Jo Peake Tel: 0113 3789687**

Caveat: Any allegation should be treated in the context of the circumstance and with careful communication with the LADO and the police or children's social care if necessary. There may be exceptions to the passing on of information to

parents depending on the nature of the young person's home circumstances.

<https://www.leedsscp.org.uk/LSCP/media/Images/LADONotificationFormJune2017.doc>

i. The College Counsellor

By nature of the role, works confidentially with students who are facing significant difficulties. It is College's Policy that the College Counsellor must be a fully qualified BACP accredited counsellor who will offer specialist programmes of support and therapy. The Counsellor works closely with the DSL in order to continue to review and undertake appropriate procedures and best practice and to make safeguarding referrals to the DSL or as appropriate. The counsellor seeks advice and support for her role through formal supervision with an external accredited agency.

~~The Catholic Care Social worker~~

~~In addition to working with individual students in need, offers support and advice to members of the SGT, including offering peer supervision, and works closely with Leeds Social Care team.~~

j. International Students

Notre Dame educates a number of fee-paying students from countries across the world. These are 16-19-year olds, most of whom are living apart from their families in a new country and have differing standards of English. These students are covered by the College's Safeguarding Policy and there is additional support in place.

The International Students' Department offers a complete pastoral package. This includes pick up on first arrival in Yorkshire, initial orientation and induction, verifying accommodation which is arranged by the College, 24-hour emergency access to a member of staff, monitoring of academic and personal progress, open access to the support of the international office within the College day.

7. Safety, Security and Safeguarding of Students:

a. Introduction

Notre Dame Catholic 6th Form College aims to ensure that it creates and maintains a safe and secure environment for all students, staff and visitors.

In seeking to implement this aim the college recognises that the security of its community relies upon:

- A secure site
- The creation and maintenance of a culture where mutual respect is an expectation and inappropriate behaviour is not tolerated
- The creation and maintenance of an anti-bullying culture
- Addressing safeguarding and security issues with students by the inclusion of such issues in the education programmes of all students
- Staff challenging inappropriate behaviour and acting to resolve the situation where this is deemed necessary
- The Principal being notified of all incidents that involve threats or violence. A note will be placed on the student record and appropriate action will be taken
- A clear focus on the development of the student as a whole person which includes, in addition to their academic development, moral, spiritual and social development. Students are encouraged to cultivate virtues that promote human flourishing.
- Students being provided with a programme of study that includes tutorial provision with specific reference to personal safety and security issues affecting young people
- The continued use of the College counsellor being available for students
- Where appropriate and available outside agencies being used, and involved in delivering specialist advice and information to students
- Overall responsibility for the security of students rests with the Principal and the Senior Leadership Team

The responsibility to maintain, process, share, transfer and store child protection and safeguarding records in accordance with the Data Protection Act 2018 and the GDPR principles is the responsibility of the DSL and any safeguarding deputies. Child protection information will be held securely, with access being restricted to the DSL and their deputies, head teacher and in cases of Early Help, the nominated lead professional, if this is not a designated safeguarding lead/officer. For further information please see [Early Help](#). The following information must be kept securely with restricted access, whether paper or electronic:

- Chronology (summary of significant events and the actions and involvement of the school/college)
- A clear and comprehensive summary of the concern
- Details of how the concern was followed up and resolved
- A note of any action taken, decisions reached and the outcome.
- All completed child protection cause for concern records
- Any child protection information received from the child's previous educational establishment
- Records of discussions, telephone calls and meetings with colleagues and other agencies or services
- Professional consultations
- Letters and emails sent and received relating to child protection matters
- Referral forms sent to CSWS, other external agencies or education-based services
- Minutes or notes of meetings, e.g. child protection conferences, core group meetings, etc., copied to the file of each child in the family, as appropriate
- Formal plans for, or linked to, the child e.g. child protection plans, Early Help (previously known as CAF's), risk assessments etc
- A copy of any support plan for the student concerned

Archiving

The College that the pupil attended until statutory school leaving age (or the school where the pupil completed sixth form studies) is responsible for retaining any child protection records they may hold. The recommended retention periods is 35 years from closure when there has been a referral to CSWS. If no referral has been made to CSWS, the child protection record will be retained until the child's 25th birthday, after which point the file will be destroyed. The decision of how and where to store child protection files will be made by the College via the governing board. Due to sensitivity of the information, the records will continue to be held in a secure area with limited access e. The DSL is responsible for ensuring that all CP files are archived in accordance with the timescales referenced above. The DSL is responsible for ensuring that the appropriate timeframes for archiving and destroying child protection records referenced above are set on electronic systems accordingly for each student.

Safe Destruction of the pupil record

Where records have been identified for destruction, they will be disposed of securely at the end of the academic year (or as soon as practical before that time). Records which have been identified for destruction will be confidentially destroyed. This is because they will either contain personal or sensitive information, which is subject to the requirements of Data Protection legislation or they will contain information which is confidential to College or the Local Education Authority. For audit purposes the school will maintain a list of records which have been destroyed and who authorised their destruction. This can be kept securely in either paper or an electronic format.

b. Security on Site

The College aims to maintain a safe and secure physical environment with effective external fencing and locked gates when college is closed. CCTV covers many areas of the site so that security and behavioural incidents can be followed up quickly.

During induction, all students are issued with identity cards and lanyards and are expected to have these visible at all times. After completing signing in process at reception, all visitors to college are issued with a VISITOR badge and red lanyard which must be worn. Visitors will be escorted around college by a member of staff. Only DBS-checked visitors will be allowed to work unsupervised with students.

c. Online Safety

KCSiE highlights three areas of risk:

- Online content
- Contact (being subjected to harmful interaction with others online)
- Conduct (personal online behaviour that increase the likelihood of, or causes, harm)

Students are taught about safeguarding, including online and sexting, through their Programme of Study.

d. Where a student is subject to criminal investigation

The College understands the power of education in improving the life chances of all young people including those who may have been involved in criminal activity.

Where a student is subject to a criminal investigation, college may suspend the student until the criminal investigation and legal proceedings have concluded. However, this does not automatically preclude college from progressing its own disciplinary action.

Parent/carers will be kept informed of any action taken and included in meetings/risk assessments, where appropriate. The student and parents/carers should be reminded that whilst criminal investigations are underway they are obliged to keep the College informed of any progress and/or change in status regarding his/her case.

Where the nature of the alleged offence suggests that there may be risk to the safety of others, or where the student accused of the offence may be at risk of harm the College will undertake a risk assessment and take appropriate action.

e. Illegal Substances/Substance Abuse (including new psychoactive substances previously known as legal highs)

When responding to incidents of substance use, care should be taken to avoid overreacting to drug use and under reacting to drug misuse. National strategy aims to reduce drug related damage to young people's potential – care should be taken to ensure that sanctions do not adversely affect potential to a greater degree than the substance misuse.

The primary concern of the College is to minimise harm, to all parties, from substance misuse and to promote healthy lifestyle choices. The College will consider each drug/substance related incident individually and will recognise that a variety of responses will be necessary to deal with each incident.

The College is committed to:

- Facilitating the prevention of alcohol and drug misuse by education and training
- Actively discouraging the non-medical use of drugs both on and off College premises
- Recognising and accepting the College's legal responsibility under the Misuse of Drugs Act (1993) in not knowingly permitting any user of College premises or grounds to produce, supply, possess or be under the influence of any banned or illegal substance
- Taking appropriate action in any instance where there are learners or staff possessing, using, dealing or producing any banned illegal substance
- Taking appropriate action in incidents where drug misuse is suspected

Procedures for Implementing the Illegal Substances/Substance Misuse Policy

- The College does not permit students to bring alcohol or illegal substances (including psychoactive substances) on site at any time and does not allow the consumption of such substances whilst the college is in session
- If it is considered that the condition of the learner is likely to put them or others at risk, they must not be allowed to take part in any College activities. In extreme cases, it may be necessary to call an ambulance

f. Anti-Bullying

NDCSFC seeks to protect and support students and these values are rooted within the Catholic faith and our understanding that they are persons made in the image and likeness of God.

What is bullying:

Bullying is the wilful and conscious desire to undermine, hurt, frighten, threaten or intimidate another person. It can be any words or actions that are aimed at causing someone to feel frightened or miserable in College. Bullying can be physical, verbal or take the form of psychological pressure. Bullying can also take the form of abusive or threatening text messages, emails or web based text or images.

Three main types of bullying are:

- Physical: such as hitting, kicking or taking belongings

- Verbal: such as name-calling, insulting or making offensive remarks
- Indirect: such as spreading rumours, exclusion from social groups, sending malicious emails or texts

As a College, we are committed to not only dealing with bullying, but to do all that we can to stop it happening in the first place. The College has a duty to provide a safe and caring environment for all its students and staff and all members of the College community have a responsibility to establish this.

Where bullying is identified, positive steps must be taken to deal with any incidents and the College will take very seriously any reported incidents and act immediately.

Awareness of Possible Signs of Bullying

All staff are in ideal positions to observe changes in student behaviour which may indicate that they are being bullied.

Staff should be aware of the student who:

- Becomes withdrawn or moody
- Becomes uncharacteristically withdrawn or argumentative
- Displays uncharacteristic aggressive or depressive behaviour
- Exhibits a sudden lowering of their self-esteem
- Shows a sudden decline in academic achievement
- Becomes agitated about missing possessions
- Develops unexplained injuries
- Is reluctant to eat
- Tells of sleep disturbances or nightmares
- Makes them aware of lack of money for food or transport

Taken individually these signs might not be because of bullying, but a combination of some of them could be a good reason to suspect it. In these incidents staff members, should report their concerns to the Designated Safeguarding Leads.

Students who are being bullied should:

- Talk to an adult that they trust
- Be made aware that it is the bully who is in the wrong – not them
- Be made aware that they will be taken seriously
- Be made aware that they will be safe whilst the incident is being investigated

Staff who become aware of a bullying situation must:

- Listen to the student
- Take it seriously
- Make it clear to the student that they have done the right thing by confiding in a member of staff
- Make it clear to the student that the information must be passed on and cannot be confidential
- Pass the information on to a Safeguarding Lead.
- Provide a written record using CEDAR

Bullying by text messages, web sites, social media and email:

- In this age of increasing communication by text, email and social media the College is aware that this may become an increasing problem. As such:
 - Students should be aware of their responsibilities when logging on to a College computer
 - Students should be careful to whom they give their phone number
 - Students should save any offensive messages
 - Students should show offensive messages to a chosen member of staff
 - Offensive texts, web threads, comments or emails will be taken as seriously as any other type of bullying

Procedures for dealing with bullying

Staff who suspect that a student is being bullied, who witness an incident of bullying, or in whom a student confides, should report the matter to a Designated Safeguarding Lead.

Parents who suspect that their son/daughter is being bullied should do the same by a phone call or a letter, and if possible by making an appointment to discuss the problem in College.

Students are encouraged to take appropriate action i.e. make a disclosure to a member of staff, if they, or another student, are victims of bullying. This member of staff could be anyone, but the expectation is that it will be a member of staff the student feels comfortable with.

When an incident is disclosed to a member of staff, the following procedures will come into place
The disclosure will be immediately reported to a member of the SGT who will take the following action:

- Meetings will be held with all appropriate people
- Where appropriate, parents of both the victim and the person accused will be informed and involved in any progress
- The College takes bullying very seriously and disciplinary action will be taken against anybody found to be the perpetrator of bullying which may include exclusion

g. Visitors on site

All visitors must sign in on arrival and collect a visitor's lanyard and a College Information Leaflet which outlines Child Protection and Safeguarding procedures in school and how to report any concerns regarding a child/young person or another adult in school. Visitor badges must be worn at all times when in school. Staff must ensure that visitors to school are supervised as appropriate and the requisite pre-employment checks have been completed as referenced in Part 3 of KCSiE.

Remote Learning and Remote Welfare

If young people are being asked to learn online at home, for example because of the coronavirus pandemic, schools and colleges should follow advice from the DfE on [safeguarding and remote education \(DfE, 2021b\)](#). In addition to following the Guidance for Safer Working Practice (Safer Recruitment Consortium, 2019) and the supporting COVID Addendum for Guidance for Safer Working Practice (Safer Recruitment Consortium, 2020)

Where young people are remote learning and the DSL has identified a child to be vulnerable, on the edge of social care support, or who would normally receive pastoral-type support in school, they should ensure that a robust communication plan is in place for that child or young person. Details of this plan must be recorded, as should a record of contact made.

We recognise that College is a protective factor for children and situations such as periods of national lockdown can affect the mental health of pupils and their parents/carers. Staff will be aware of these issues and have due regard for them in setting expectations of pupils' work where they are at home.

8. Safeguarding - Parents

It is essential that parents are made aware of the college's responsibilities regarding child protection including that where a student is suspected to be suffering abuse or neglect a referral to external agencies may be made. This will be done by including the following statement in the prospectus and making the Child Protection and Safeguarding Policy available online.

Safeguarding

At Notre Dame Catholic Sixth Form College, every student really does matter, and parents and carers should be aware that the College will take any reasonable action to ensure the safety and wellbeing of its students. If you are worried about a student, you can contact the Pastoral Team at the College.

We recognise the damage that can be caused by bullying, in all its forms and have a zero-tolerance policy towards any behaviour that causes anxiety or distress to others. We regard each person as worthy of the utmost respect.

Useful Contacts Numbers

Police: 101 or 999 in an emergency

Social Services: 0300 123 6720

Team Manager Education and Year Early Years Safeguarding Team: Raminder Aujla –0113 3951211

Leeds Information Governance Hub: 0113 3784351

Duty & Advice: 0113 3760336

Emergency out of hours: 0113 5350600

Initial concerns by member of the public: 0113 2223301

LADO: Ted O’Sullivan or Carolyn Hargreaves Tel: 0113 2478457

Local Authority Prevent Lead – Nadeem Siddique 07891 275424

Forced Marriage Unit 0207 008 0151

Harmful Sexual Behaviour - Nathalie Fontenay: 0113 3952883

Whistleblowing:

NSPCC Whistle-blowing: 0808 800 5000

Public Concern at Work: 0207 404 6609

Ofsted: 0300 123 3155

whistleblowing@ofsted.gov.uk

Cruse Bereavement: 0113 234 4150

Rape Crisis: 0808 802 9999

Samaritans: 116 123

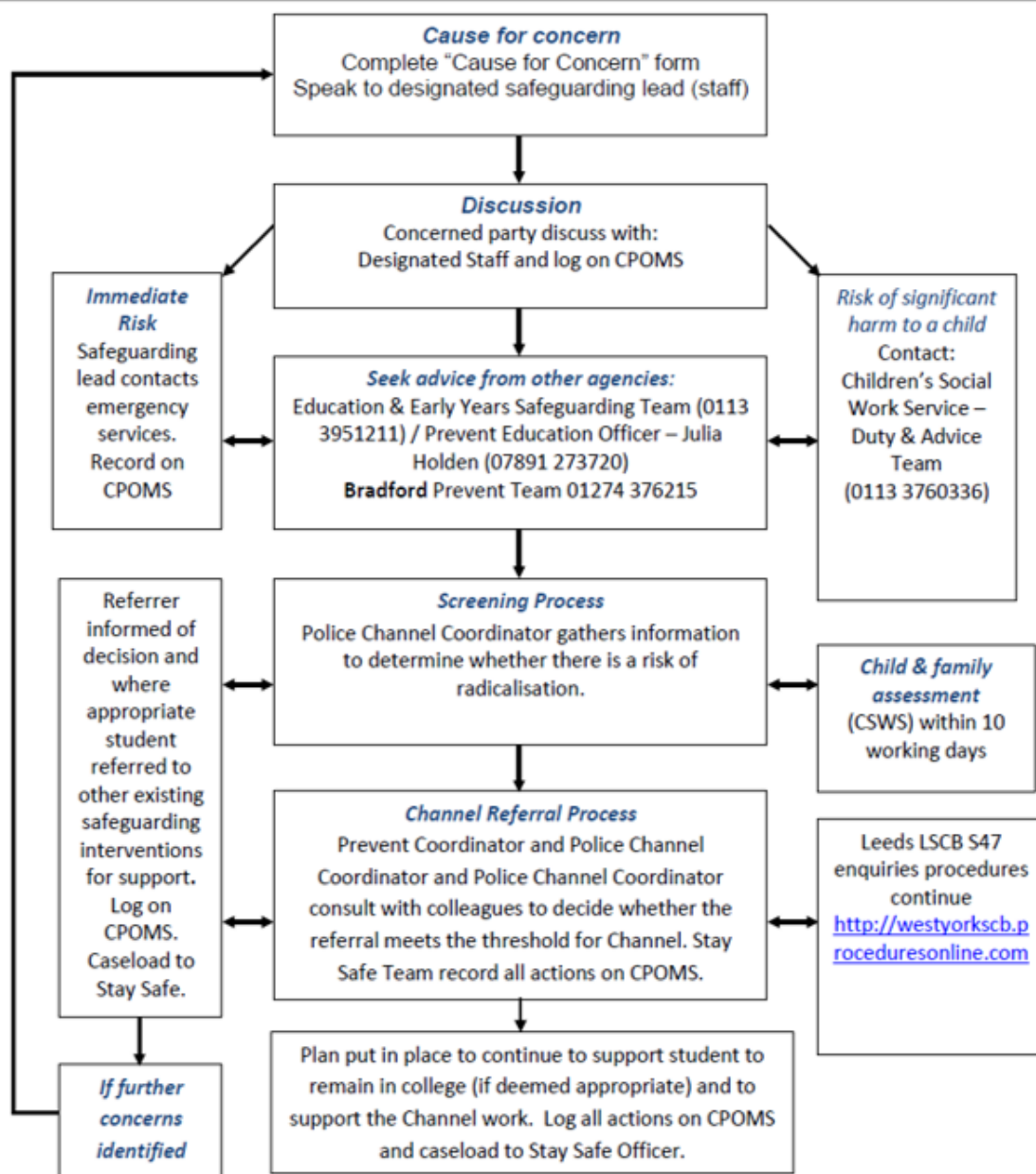
www.childline.org.uk

Mental Health Charities

Young Men www.thecalmzone.net

MIND: 0300 123 3393

Appendix A



Further information and relevant guidance documents referred to are available electronically

Staff are advised to notify the DSLs with any cause for concern in relation to the Prevent Duty.
The DSLs will liaise with the Principal throughout the process.

Contact details: Prevent Education Officer – Julia Holden (07891 273720)