



**COLEG  
CAMBRIA**

## **Safeguarding Children and Vulnerable Adults**

Policy Name:	Safeguarding Children and Vulnerable Adults
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Author:	Head of Student Services

## Introduction/Policy Statement

Coleg Cambria is committed to providing a safe environment for all its students and children attending nurseries. The commitment to Safeguarding Children and Vulnerable Adults is guided by prevailing legislation and current guidance from the Local Safeguarding Children's Board in accordance with the All Wales Child Protection Procedures 2008.

Coleg Cambria will comply with the requirements of the All Wales Child Protection Procedures(2008), and Policy and Procedures for the Protection of Vulnerable Adults and will work in co-operation with other agencies to ensure the safety and welfare of its students/children in all learning environments including outreach centres, work based learning, hostel and Traineeships. The Onsite Nurseries and Holiday/Active Kids clubs will work with children, parents/guardians, external agencies and the community to ensure the welfare and safety of those children.

The College:

1. Ensures that students/children feel secure and are listened to, and that they know whom they can approach if they are worried or in difficulty.
2. Designates a member of staff with overall responsibility for the protection of children and vulnerable adults, Designated Safeguarding Lead(DSL). This is the Head of Student Services who will ensure that every member of staff and Governor is made aware of the name and role involved.
3. Designates members of staff with direct responsibility for the day to day management of all issues relating to the protection of children and vulnerable adults. These will be the Student Services Coordinators and Nursery Manager.
4. Refers all concerns or allegations of abuse promptly to the appropriate agencies, via the DSL.
5. Keeps confidential and secure records of all such referrals.
6. Provides appropriate training to all staff in relation to abuse in accordance with the Local Safeguarding Children's Board.
7. Will, where abuse is known to have occurred, endeavour to provide appropriate support to the student concerned, either directly or by referral. If a child to child allegation is made, then each child is supported by an advocate from the Student Services Team whilst investigations are carried out.
8. Recognises that students, in particular those who are vulnerable by virtue of their age, disability or illness may be at risk of experiencing, or have experienced abuse. The College provides appropriate guidance and education to students about abuse, and the prevention of this, through its pastoral support/tutorial system
9. Commenced CRB Disclosures, subsequently changed to DBS Disclosures for all staff appointed after April 2002. With the introduction of DBS under the Protection of Freedoms Act 2012 the scope of eligibility has been reduced, in line with Government guidelines.
10. Refer to the Education Workforce Council(EWC) when deemed necessary to do so. This is the statutory, self-regulating Professional body for members of the Education Workforce in Wales.  
As an employer of registered persons the College is responsible for referring cases of alleged unacceptable professional conduct, serious professional incompetence and a relevant offence to the Education Workforce Council. In accordance with The Education Workforce Council (Main Functions) (Wales) Regulations 2015, the College has a duty to refer cases to the EWC where it dismissed a registered person, or might have dismissed a registered person had he or she not resigned.
11. Require students to disclose information about certain criminal proceedings if the outcome of such a case would impact on the vocational area they are studying in relation to children or vulnerable adults. This information will be treated in the strictest confidence, however, the college may need to act on the information given and advise other agencies. Alternatively, via case conferences and strategy meetings with external agencies (police, social services etc) the college may be told information which brings into question the suitability of a learner on a specific programme. If this is the case then the student will be invited into discussions and this may result in agreeing some actions, temporary suspension from the course or transfer to an alternative course of study. On rare occasions, as a result of this information, the college may make a decision to temporarily suspend the studies of a student or put in place certain agreed actions around their course of study. Any actions are not to assume guilt or otherwise but to enable the student and other students at the college to complete their courses successfully. Each situation is considered on a case by case basis and all actions are reported and recorded. The College will follow the Disclosure of Unspent Criminal Convictions Policy.
12. Reserves the right to refuse to enrol any person as a learner who has a conviction for the abuse of a child or a vulnerable adult, and may withdraw a student off programme if such a conviction is found out.
13. Acts promptly upon and reports any allegation of abuse that may be made against a member of the College staff. The College always acts to protect its students from abuse or exploitation.
14. Works with the appropriate agencies.

15. Ensures that any private fostering arrangements for students under the age of 15 yrs are reported to the LSCB.
16. Publicises these procedures widely and will provide College staff with training in how they should be implemented.

## **Purpose**

Coleg Cambria fully recognises its responsibilities for and contribution to the safeguarding of children and vulnerable adults. This policy applies to the Governors, staff and all volunteers, irrespective of role, working within the College. It applies to all sites of the College including:

- Outreach centres (including those on employer premises)
- Sub-contractors(including traineeship programmes)
- Onsite nurseries
- Holiday club (both onsite and offsite),
- Hostel accommodation
- All work-based students and work experience students

The policy and procedures set out below have taken into account the following:

The College will work within the guidelines of the All Wales Child Protection Procedures(2008),The Safeguarding Vulnerable Groups Act(2006), WG Keeping Learners Safe(2015) and Working Together To Safeguard Children(2013), Working Together Under The Children Act 2004(Wales), The Wales Interim Policy & Procedures for the Protection of Vulnerable Adults from Abuse (January 2013). HM Government Revised Prevent Duty Guidance for England and Wales(July 2015) and Prevent Duty Guidance for Further Education Institutions in England and Wales.

These will meet the standards required by Estyn, CIW, DfES Wales, SFA and Ofsted.

There are four main elements to our policy:

- prevention through teaching and pastoral support systems
- procedures for identifying and reporting cases or suspected cases of abuse, neglect and bullying.
- support for students who may have been abused, neglected, bullied or have extremist ideas that are part of terrorist ideology.
- To provide a safe and secure environment for children in the college's nurseries and holiday clubs.

Where reference is made to students in this document, it includes both children and vulnerable adults.

## **Definitions**

The term "child" refers to any person under the age of 18 years. It therefore refers to all students up to the age of 18 years.

The term "vulnerable" adult refers to any person aged 18 years and over who is or may be in need of community care services by reason of mental or other disability, age, illness and who is or may be unable to take care of himself or herself, or unable to protect himself or herself against significant harm or serious exploitation.

Abuse – Somebody may abuse a child or vulnerable student by inflicting harm, or by failing to act to prevent harm. Children or vulnerable students 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*** - 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/carer feigns the symptoms of, or deliberately causes ill health to a child or vulnerable adult whom they are looking after. Domestic violence is classed as Physical abuse. Action will be taken under this heading if staff in the college have reason to believe that there has been a physical injury to a child, including deliberate poisoning; where there is a definite knowledge, or reasonable suspicion that the injury was inflicted or knowingly not prevented.

***Emotional or Psychological*** - 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 a child/vulnerable adult being informed that they are worthless, unloved, inadequate or causing them to feel

frightened or in danger or the exploitation or corruption of that child/vulnerable adult. Action will be taken under this heading if the staff in the nurseries have reason to believe that there is a severe adverse effect on the behaviour and emotional development of a child, caused by persistent or severe ill treatment or rejection.

Sexual – persuading or forcing a child/vulnerable adult to take part in sexual activities, whether or not they are aware of what is happening. These activities may involve physical contact, include penetrative or non-penetrative acts. They may also include non-contact activities, such as involving children/vulnerable adults looking at, or taking part in the production of pornographic materials or in watching sexual activities, or encouraging children/vulnerable adults to behave in sexually inappropriate ways. Action will be taken under this heading if staff in the college are aware of any incidents occurring. Action will also be taken if the nursery settings observe a child indicating sexual activity through words, play, drawing, an excessive preoccupation with sexual matters, or an inappropriate knowledge of adult sexual behaviour.

Neglect - 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 include failure to provide food, shelter, clothing, protection from harm or danger, or failure to ensure access to medical care or treatment. Action will be taken under this heading if staff in any college staff including the nursery settings have reason to believe that there has been persistent or severe neglect of a child which has resulted in serious impairment of the child's health or development, including failure to thrive.

Racial – discrimination, harassment, victimisation on the grounds of gender, race, disability and where appropriate this policy should be read in conjunction with the College' Equality Plan. Safeguarding and promoting the welfare of children and vulnerable adults includes complying with statutory duties outlined in the Equality Act 2010.

Financial – form of mistreatment and fraud in which someone forcibly controls another person's money or assets. It can involve stealing cash, not allowing a victim to take part on any financial decisions or preventing a victim from having a job.

Child Sexual Exploitation(CSE) – involves exploitative situations, contexts and relationships where young people receive something(food, accommodation, drugs, alcohol, gifts, money or can be simply affection) as a result of engaging in sexual activities. CSE can take the form of 'consensual' relationships or can be organized by gangs and groups. The perpetrator always holds some kind of power over the victim which increases as the exploitative relationship develops. CSE involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyberbullying and grooming. Some young people who are being sexually exploited do not exhibit any external signs of this abuse.

Female Genital Mutilation(FGM) – victims are likely to come from a community that is known to practice FGM. There are a range of potential indicators that a young person may be at risk of FGM, which individually may not indicate risk but if there are two or more indicators present this could signal a risk to the young person. Girls may not be aware of the practice or that it may be conducted on them, so sensitivity should always be shown.

Child Trafficking – is child abuse. Children are recruited, moved or transported and then exploited, forced to work or sold. Children are trafficked for sexual abuse, benefit fraud, forced marriage, domestic servitude(cleaning, childcare, cooking), forced labour, criminal activity(pickpocketing, begging, transporting drugs, working on cannabis farms, bag theft). Children are trafficked into the UK from abroad but can also be trafficked from one part of the UK to another.

Forced Marriage – is a marriage conducted without the valid consent of one or both parties and where duress is a factor. FM is a specific offence of Anti-Social Behaviour, Crime and Policing Act 2014. A Forced Marriage Protection Order(FMPO) can offer protection to a victim from all civil or religious ceremonies. The offence applies to a person who intentionally forces a person to enter into marriage, believing that the person does not consent, or a person who deceives someone into going abroad for the specific purpose of forcing them to marry. An offence is committed whether or not the FM goes ahead.

Honour based violence – is an umbrella term to encompass various offences covered by existing legislation. It can be described as a collection of practices, which are used to control behaviour within families or social groups to protect perceived cultural and religious beliefs and/or honour. Such violence can occur when perpetrators perceive that a relative has shamed the family and/or community by breaking their honour code. It is a violation of human rights and may be form of domestic and/or sexual violence. There is no justification for abusing the human rights of others.

**Radicalisation** -is a process by which an individual or group comes to adopt increasingly extreme political, social, or religious ideals and aspirations that (1) reject or undermine the status quo or (2) reject and/or undermine contemporary ideas and expressions of freedom of choice. It is the process by which people come to support terrorism and violent extremism and, in some cases, then join terrorist groups.

**Bullying and Harassment** – this Policy should be read in conjunction with the College’s Bullying and Harassment Policy. This is viewed as another category of abuse that could feature any of the above elements. It may involve bullying by isolation or by exclusion from social or educational groups.

It is not unusual for a child or vulnerable student to suffer more than one kind of abuse. Abuse may be a part of a pattern of behaviour or an isolated incident.

The college looks to train and educate staff, governors and students to ensure all safeguarding concerns are identified. Through the DSL or appropriate nominated deputies all safeguarding cases are recorded as appropriate and reported to the appropriate authorities/agencies for action.

## **Responsibilities**

### **Designated Safeguarding Lead**

The Designated member of staff is employed by Coleg Cambria. In his/her absence this role will transfer to a trained nominated deputy. The (DSL) will inform the Principal in cases which she/he deems appropriate.

The DSL (or deputies) makes a telephone referral to the appropriate agency as quickly as possible and certainly within 24hrs of receiving the allegation/suspicion. The DSL confirms the referral by sending the referral form.

It is the DSL’s responsibility to ensure that copies of referral forms and related documentation are held securely in accordance with the College’s Data Protection Policy. Confidentiality remains a high priority and suspicions and investigations are shared only with those who need to know. Information is shared under the guidance of the LSCB.

The DSL will prepare a statistical summary of results at least annually for presentation to the board of governors.

### **Coleg Cambria employees**

If a member of the College staff suspects or is told that abuse of a child or vulnerable person may have taken place they must inform the appropriate DSL the same day either by verbal referral or using the College Safeguarding Referral Form. Staff must not comment on any statements made or conduct any questioning of the student. Appropriate training is given to staff to ensure this takes place.

The College staff will ensure when organising work placement that the placement is currently displayed on the Approved Work Placement Database or if not will apply for the placement to be vetted. This includes Work Based Learners or students on Work Experience programmes. The vetting process is conducted by a Health and Safety Technician or other trained member of staff, who will take into consideration the principles of Wellbeing and Safeguarding during the vetting process. Where appropriate students being placed will have an up to date valid DBS check and the college will work with placements on issues surrounding safeguarding.

### **Nursery Manager**

If the incident occurs within one of the Coleg Cambria Nursery settings then the Nursery Manager will either discuss the incident with the parent/carer at the earliest opportunity or refer it direct to DSL. The DSL will liaise with Children’s Social Services with regard to concerns for a child in one of the Coleg Cambria Nursery settings.

### **Staff working in one of the Coleg Cambria Nursery settings**

Nursery staff will co-operate with CSSIW to ensure the safety of the child. Staff must not comment on any statements made and must direct any questions to the Nursery Manager. Appropriate training for staff is given to ensure this takes place.

If an allegation of abuse is made against a member of the College staff the DSL will follow the guidelines in Part 4 of the All Wales Child Protection Procedures 2008 and CIW requirements.

### **Chair of the Governing Body**

If an allegation of abuse is made against the Principal, the Chair of the Governing Body will liaise with the local authority who will follow the guidelines in part 4 of the All Wales Child Protection Procedures 2008 and CIW.

## **Equality Impact Assessment**

To be completed following consultation with internal and external stakeholders

### **Consultation Process and Other Matters**

The college will ensure that the policy for safeguarding is guided by the appropriate Local Children's Safeguarding Boards and Care Inspectorate Wales.

The college will establish and maintain a Safeguarding Group, chaired by the Principal, and ensure that members of this group have undertaken the appropriate training. This will include the DSL.

The Safeguarding Group will recognise the role of the DSL and arrange support and training. They will ensure the DSL represents the college at appropriate meetings.

In the absence of the DSL, there will be trained nominated staff who will implement procedures if required.

The Safeguarding Group will ensure that every member of staff and every governor knows:

- The name of the DSL and their role.
- That they have an individual responsibility for referring safeguarding concerns using the proper channels and within the timescales agreed with the Local Safeguarding Children Board.

The DSL will be responsible for ensuring all staff are briefed on the regulations and practice outlined in this policy. This process will be monitored by the Safeguarding Group.

This Policy is available in both Welsh and English.