

# **C C** CLEVELAND COLLEGE OF **A D** **ART & DESIGN**

<b>Title</b>	Safeguarding Policy		
<b>Version number:</b>	2		
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<b>Approved by:</b>	Safeguarding Committee	<b>Date:</b>	December 2015
<b>Date to be reviewed:</b>	September 2018		

The policy or procedure will be reviewed by the date shown on the front cover sheet, or sooner if a change in legislation, best practice, or other circumstances indicate that this is necessary. If, for whatever reason, the policy or procedure is not reviewed by the date shown, the policy or procedure shall stay in force until formally reviewed.

## Policy Statement

Cleveland College of Art and Design recognises that it has a statutory and moral duty to promote and safeguard the welfare of its students who are under the age of 18 and of its vulnerable adults.

This includes helping to protect students from situations in which they are at risk of abuse, or feel compromised in any way but also by providing them with a safe and supportive environment that enables them to thrive and achieve their potential.

The College will do this by:

- establishing a safe learning environment in which all learners can learn and develop
- practicing safe staff recruitment procedures built around DBS (Disclosure and Barring Service) checks and guidelines produced by the Independent Safeguarding Authority (ISA)
- conducting DBS checks on all staff, prior to commencing employment
- helping to equip learners with information and awareness to keep themselves safe
- maintaining clear procedures to identify and report suspected cases of abuse.
- ensuring all staff are made aware of these procedures and trained in their use
- providing appropriate support to learners who have been abused

## 1 Context and General Principles

The College has a statutory duty under the Children Act 1989 and Section 175 of the Education Act 2002 to safeguard and promote the welfare of its learners. In fulfilling this duty regard has been taken of the following related documents:

- Safeguarding Children in Education DfES 2014
- Working Together to Safeguard Children DfES 2013
- Safeguarding Vulnerable Groups Act 2006
- Vetting and Barring Scheme Guidance 2010
- Independent Safeguarding Authority (ISA) Regulations
- Independent Safeguarding Guidelines 2010
- Safeguarding Children and Safer Recruitment in Education DCSF 2010
- Every Child Matters

Under the legislation a child is classed as a person under the age of 18.

The College has included vulnerable adults in the scope of this policy.

All staff have been made aware that it is a criminal offence under the Sexual Offences Act 2003 for a person over the age of 18 in a position of trust to enter into a sexual relationship with any learners under 18 years old, even if the relationship is consensual.

The College is clear that it is not the responsibility of any member of staff to investigate any suspected or alleged cases of abuse; all cases must be referred to the Operational Safeguarding Lead (OSL) or other identified person with responsibility such as a Safeguarding Officer (SO).

Throughout any safeguarding intervention a student's welfare is paramount. Any action taken will take into account the student's cultural, ethnic and religious background, their gender, their sexual orientation, their individual ability and any special needs.

Children, parents and other carers will be made aware of their responsibilities and their rights, together with advice about the power of professionals to intervene in family circumstances where this is necessary.

Individual family members will be involved wherever possible in decisions affecting them. They will be treated with respect and courtesy and a spirit of partnership adapted in safeguarding the student's welfare. It is recognized however that there may be some circumstances where it may not be appropriate to advise parents/carers about a referral straight away.

Student's rights to be consulted will be respected throughout the safeguarding process. Their concerns will be listened to and due consideration will be given to their

wishes and feelings. However if a student is at risk of harm their wishes may not be able to be taken into consideration.

Personal information will only be shared with the student's permission however if there is a need to share information in order to protect a student from harm then it will be confined to those people involved in the professional network of that student on a strict 'need to know' basis.

## 2 Roles and Responsibilities for Safeguarding Learners

The College **Principal** has the responsibility of ensuring that the Safeguarding Policy and Procedures are adopted by the Governing Body and are fully implemented within the wider organisation. The College Principal will act as the **Serious Case Reviewer (SCR)** and will be involved in any specific Safeguarding issues that involve a serious incident that occurs on the College premises, involves a member of College staff, or may involve the media or representation of the College in court or a similar situation.

The **Safeguarding Governor (SG)** is a named member of the governing body that has responsibility for safeguarding issues and works alongside the Strategic Safeguarding Lead to ensure that the college has procedures and policies which are consistent with national legislation, statutory and local guidance and that the governing body is informed annually on how the college and its staff have complied with the policy, including a report on training undertaken by staff.

The **Strategic Safeguarding Lead (SSL)** is responsible for ensuring the college's policies are known and used appropriately, reviewed annually and will work with the Safeguarding Governor regarding this. They will make sure that the Safeguarding 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. They will also link with the local Safeguarding Children's Board at a strategic level to ensure staff are aware of training opportunities and the latest local policies on safeguarding. They will contact the Local Authority Designated Officer (LADO) for child protection in cases which concern a staff member.

In the absence of the Strategic Safeguarding Lead, the Vice Principal - Resources will act as Deputy.

The **Operational Safeguarding Lead (OSL)** is the Student Services Manager, who will act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies. They will be responsible for referring all cases of suspected abuse to the Local Authority Children's Social Care Department and the police (in cases where a crime may have been committed). The Operational Safeguarding Lead will document and discuss any issues with the Strategic Safeguarding Lead on a monthly basis. Minutes from this meeting are fed into the Safeguarding Committee meeting, with minutes shared with the Governor with responsibility for Safeguarding.

The **Designated Independent Safeguarding Officer (DISO)** acts as an independent reviewer in instances of a serious Safeguarding issue, or where there is disagreement

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within the College regarding any appropriate action.

The DISO will also act as a Safeguarding Officer if all other Safeguarding Officers are absent from College. They are trained to a suitable level and will ensure that all appropriate procedures are followed and referrals made.

The **HR Manager** is responsible for ensuring that Safer Recruitment Practices are implemented and adhered to within the recruitment process. They will also be responsible for informing the Disclosure and Barring Service in cases where a person is dismissed or left due to risk/harm to a child.

The **Heads of School** will take the lead on issues relating to the Prevent Agenda.

**Safeguarding Officers (SO).** A number of members of the Operation and Leadership Team (O&LT) staff are designated to act as Safeguarding Officers (SO) within clearly defined areas of responsibility i.e. e-Safety, Pastoral Support and Health and Safety. They are the people responsible for ensuring that appropriate action is taken in cases of suspected abuse and will be the first point of contact for their teams or for specific issues that fall within their area of specialism.

The SO's meet with the SSL on a regular basis to share best practice, and discuss concerns. The SSL will require that Safeguarding Officers input into annual reports, policies and procedures which will form part of the discussions within the regular Safeguarding Committee meetings.

In the case of all the SOs being absent from college, the Designated Independent Safeguarding Officer (DISO) or another member of SMT with appropriate training can deputise to avoid delay in seeking support. Members of staff can contact the Police or Social Services in an emergency – contact numbers are provided within the Safeguarding Procedure.

The **Safeguarding Administrator** works alongside the DSL, DDSL, OSL and SOs to collate all Safeguarding records, track required activity and maintain logs of Safeguarding incidents, related activity and outcomes. The SA will also take responsibility for working with DSL and OSL to co-ordinate the production of the annual Safeguarding report and update all Safeguarding materials made available to the wider College through the VLE & website, Safeguarding reference materials and other published materials.

**All Staff** have the legal duty and responsibility to deal with any Safeguarding situations according to the College's policy. They also have a general responsibility to contribute to the provision of a safe learning environment in College and for College organised events. This includes partner organisations who teach or assess CCAD students wherever they are located.

**Student Services** have a specific responsibility to provide appropriate awareness sessions and workshops to support students in their own health and safety and increase their awareness of safeguarding issues.

**All members of the College community** (staff and students) have a responsibility to inform a Safeguarding Officer or other identified member of the Safeguarding Team if they suspect that abuse is taking place.

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Students identified through the Safeguarding process who are then identified as a Young Person in Need or a Vulnerable Adult will be monitored by the **YPIN and VA Teams** in their monthly meetings.

A full list of relevant staff and their contact details can be found within the Safeguarding Procedure and resource file and also via the staff area of Moodle. The staffing structure relating to Safeguarding can be found in Appendix 1.

### **3 Other Agencies**

The College will work closely with other agencies to ensure that it meets its obligations. Central to this will be the Child Protection Service within the Borough in which the learner resides, Social Services, the Police and the appropriate Safeguarding Children Board(s).

The College will keep abreast of changes that take place and respond to any guidance from the Secretary of State. The Operational Safeguarding Lead will be the contact for Safeguarding and Child Protection liaison with other agencies.

Representatives from the College will attend regional operational and strategic network meetings, to maintain up to date knowledge of local and regional issues.

### **4 Training**

Identified staff and Governors with responsibility for Safeguarding receive training in Safeguarding Learners and inter-agency working at Level 3, which is provided and accredited by external agencies, through Middlesbrough Safeguarding Children's Board. They also undertake refresher training on an annual basis to keep their knowledge current.

Safeguarding Officers with key responsibilities are recommended to participate in further specific multi-agency training on an annual basis to ensure their knowledge and skills are maintained. All sessions will be accessed via the MSCB's annual training schedule.

All Staff and Governors are provided with online training to equip them to carry out their responsibilities for safeguarding learners effectively and refresher training will be provided at two yearly intervals. This training is compulsory.

Temporary staff and volunteers will be made aware of the college's arrangements for safeguarding learners and their personal responsibilities.

### **5 Record Keeping**

Confidential records will be kept for all safeguarding issues. Staff should report any instances of serious concern using the SLR1 Form. These will be collated and kept securely within the Student Service Office and then only be accessed with the Strategic/Operational Safeguarding Leads express permission. No records of

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situations of alleged or suspected abuse must be kept elsewhere in the College; this includes electronic communications which must be deleted.

## **6 Information for Learners**

Information on this policy will be provided to learners through the VLE and directed towards in at Induction. The College's Student Services department also produces a Students' Guide to Safeguarding and Child Protection.

## **7 Residential Visits**

To ensure that safeguarding learners considerations are given to residential visits, the Safeguarding Officer responsible for Health and Safety (SO-HS) will be involved in risk assessments that take place prior to all visits. This will enable the Safeguarding Officer to consider and advise on any potential safeguarding issues that may arise. This will be considered in conjunction with Student Services to ensure that all possible safeguarding issues are considered. It is the role of the leader in charge of the visit to liaise with the Safeguarding Officer with responsibility for Health and Safety.

## **8 Annual Review by the Governing Body**

The Strategic Safeguarding Lead will present an annual report on Safeguarding Learners activities to the Governing Body including recommendations of any alterations that need to be made. The Governing Body will use this as the basis for their annual review of the Policy and Procedures.

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Appendix 1 - Safeguarding Team Structure

