Safeguarding Policy

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Barking & Dagenham College

Our Vision: A truly great college, delivering inspirational learning and excellence through career focused education

Our Mission: To unleash potential, creating better futures for our learners, businesses and communities

Our Values:
Learners and Customers are at the heart of everything we do
Respectful – valuing and treating all fairly and as individuals
Passionate – energising, engaging and inspiring all to achieve their potential
Collaborative – working together to achieve excellence and growth
Innovative – leading the way, seeking new ways to continually improve
Excellence in learning, teaching and assessment; the key to our success

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Safeguarding Policy

1. Introduction / Context

At Barking and Dagenham College we regard the welfare of our students as our highest priority, and are committed to protecting children and vulnerable adults from harm.

This policy acknowledges our legal safeguarding duties in respect of:

- Working with other agencies to safeguard and promote the welfare of children [The Children Act (1989) and (2004)]
- Ensuring that we have effective procedures in place for reporting and managing safeguarding concerns
  [Education Act (2002)]
- Ensuring that staff understand their special legal position in relation to students under the age of 18 [Sexual Offences Act (2003)], and their mandatory reporting duty in relation to FGM [Serious Crime Act (2015), Working together to safeguard children (2018)]
- Working with other agencies to report allegations against staff and promote safer recruitment, [Safeguarding Vulnerable Groups Act (2006)], [Working together to safeguard children (2018)]
- Protecting students from radicalisation and violent extremism [Counter-Terrorism and Security Act (2015) and CONTEST (2018)]
- Compliance with data protection law [Data Protection Act (1998), General Data Protection Regulation (GDPR) (2016)]

This policy has been developed with reference to the statutory guidance document *Keeping Children Safe in Education* (2021)

This policy applies to all provision offered by the college including apprenticeships and work based learning.

2. Principles / Purpose

2.1 Safeguarding and promoting the welfare of children is everyone's responsibility.

- All staff should be familiar with this policy and with the procedures by which we report and manage safeguarding concerns.
- All staff should be receptive to any disclosures from students, and alert to possible signs of abuse or self-harm.
- All staff should be familiar with the Staff Code of Conduct and demonstrate high standards in their professional behaviours.
- All staff should complete mandatory safeguarding training, and complete updates and attend additional safeguarding related training as required.

2.2 The college will allocate sufficient resources to promote the welfare and safety of its students.

- The college will appoint a Designated Safeguarding Lead (DSL) and specially trained Safeguarding Officer (SGOs) to ensure that our safeguarding processes are applied swiftly and effectively.

2.3 The college will take all reasonable steps to prevent its students from being drawn into terrorism.

- The college recognises the positive contribution it can make towards protecting its students from radicalisation and violent extremism. The college will continue to empower its students to create communities that are resilient to extremism and protecting the wellbeing of particular students who may be vulnerable to being drawn into violent extremism or crime. It will also continue to promote the development of spaces for free debate where shared values can be reinforced.
- The college will seek to ensure that all its staff and students have a clear understanding of the government's Prevent strategy, and how it affects them.
- The college will share information to facilitate multi-agency intervention if this is deemed necessary to protect students from radicalisation and violent extremism.

2.4 The college will comply with all current data protection legislation.

- The college will ensure that all student data in relation to safeguarding is processed in a lawful manner.
- The college will seek to maintain student confidentiality wherever possible, but will always prioritise the sharing of information when this is deemed necessary to keep students safe.

3. Scope / Definition of Safeguarding

3.1 Within the context of our educational setting, 'Safeguarding' can be defined as the work we do to promote the welfare of children and vulnerable adults and protect them from harm, where:

- **Children** are students under the age of 18, and
- **Vulnerable adults** will normally refer to students above the age of 18 and up to 25 years, who are in receipt of an EHC (Education, Health and Care) plan for a disability or specific learning difficulty.

3.2 Cases taken forward as safeguarding issues are likely to be issues where multi-agency work is required in order to protect children or vulnerable adults who are suffering or likely to suffer significant harm (whether on or off college premises). Cases are unlikely to be taken forward as safeguarding where they relate to student behavioural issues which can be addressed internally via the Student Behaviour Policy and Student Anti-Bullying and Harassment Policy.

3.3 It is acknowledged that children or vulnerable adults may be the perpetrators, as well as the victims, of abuse.

4. How we manage and monitor our safeguarding processes

4.1 It is the responsibility of the governors to:

- Ensure that the college meets its statutory duties to promote and safeguard the welfare of its students
- Review and approve any amendments to safeguarding policies and procedures
- Periodically monitor the data and reporting in relation to safeguarding
- Complete mandatory safeguarding training and any additional training that is deemed necessary for them to carry out their responsibilities in regards to safeguarding
- Appoint a Governor Safeguarding Lead to represent the Governors at College Safeguarding Strategy meetings.

4.2 It is the responsibility of the Designated Safeguarding Lead (DSL) to:

- Ensure the college policy and procedure are up to date and reflect current legislation and statutory guidance
- Co-ordinate the team of Safeguarding Officers to ensure that procedures are followed, cases are correctly reported and followed up, and specialist staff are always available during term times to deal with safeguarding incidents.
- Act as the gatekeeper for safeguarding information requests from external agencies
- Produce an annual self-assessment review of safeguarding practice and accompanying action plan.
- Work with staff across the college to support the promotion of safeguarding and Prevent in the curriculum.
- Act as the representative of the College at local Safeguarding Children Partnership Delivery Group meetings.
- Liaise with the Chief Transformation Officer and HR team in the event that an allegation is made against a member of staff
- Ensure that safeguarding records are kept for the period specified in this policy.

4.3 It is the responsibility of the Safeguarding Officers to:

- Provide professional advice, support and guidance to staff in relation to safeguarding or Prevent.
- Ensure that all concerns and safeguarding cases which are referred to them are correctly reported, and followed up promptly.
- Make referrals to external agencies as required.
- Continue to monitor cases after referral to ensure that appropriate steps are taken to keep students safe.
- Ensure that records of safeguarding cases are stored securely.
- Issue a privacy notice to students who are subject to our safeguarding procedures.
- Liaise with the DSL regarding any concerns about radicalisation or any allegations made against staff.

4.4 It is the responsibility of the Chief Transformation Officer and HR team to:

- Ensure that all staff appointments are made subject to DBS checks.
- Ensure that staff DBS checks are periodically renewed.
- Ensure that all staff complete mandatory training in relation to safeguarding.

- Ensure that correct procedures are adhered to if an allegation is made against a member of staff, and inform the Designated Officer for LBBD, the Education & Skills Funding Agency, and Disclosure and Barring Service where appropriate.
- Ensure that all staff are given safeguarding related “refresher training” that is relevant to their role at least every 3 years, via the college Staff Learning and Development programme.

5. Record Keeping

5.1 All safeguarding records will be stored securely, and will only be accessible to the Safeguarding Team.

5.2 Students who access our services will be supplied with a privacy notice which outlines how we will process their data and what their rights are in relation to this data.

5.3 In accordance with good practice guidelines, and to ensure that notes and records continue to be available to support the safeguarding of children and vulnerable adults for the entire duration of their time at the college, we will keep safeguarding records for 7 years. After 7 years, safeguarding records will be securely destroyed.

6. Linked Policies

Staff Code of Conduct
Student Code of Conduct
DBS Checks Policy
Recruitment and Selection Policy
Data Protection Policy
Public Interest Whistleblowing Policy
Student Behaviour Policy
Disciplinary Procedure (staff)
Risk Assessment Policy
Searching, Screening and Confiscation Policy
Guest Speaker Policy
Health and Safety Policy
Educational Visits Policy
SEND Policy
Work Experience Policy
Admissions Policy
Online Learning Protocol

7. Review

The policy will be reviewed annually