



Newcastle Sixth Form College

Single Safeguarding Procedure

Date approved: 11th October 2018
Approved by: SLT
Review Date: August 2019
Responsible Manager: Assistant Principal: Students

1. Introduction

The following procedure complies with NCG's Single Safeguarding Policy and provides guidance to managers and staff on the implementation of those policies.

This procedure is in accordance with government guidance and follows the locally agreed inter-agency procedures put in place by the Local Safeguarding Children Board and Local Safeguarding Adults Board. This procedure should be read in conjunction with the most recent Department for Education statutory guidance (as of September 2018 this is 'Keeping children safe in education'). It is a legal requirement for all staff to read part one of this guidance. With regards to adults at risk this procedure is in accordance with government guidance on the protection of adults considered vulnerable in the DfES/NIACE publication "Safer Practice, Safer Learning"(2007).

It is important that children and adults at risk are protected from abuse. All staff should act in accordance with the NCG code of conduct and Newcastle Sixth Form (NSFC) code of conduct addendum at all times. NSFC recognises that members of staff and students each have a role to play in safeguarding the welfare of children and adults and preventing their abuse. All complaints, allegations or suspicions must be taken seriously and discussed with the College's designated member of staff who will seek support or guidance as necessary from the designated member of staff for NCG before any steps are taken. It is important that all children and adults are protected from abuse, including

the risk of radicalisation. This is designed to comply with the *Prevent Duty Guidance: for England and Wales*.

Safeguarding is a standing item on weekly informal SLT meetings, a Safeguarding Report is produced at each Local Board meeting, and an annual Safeguarding Report is produced for the Local Board and for NCG Quality Lead. All Local Board members receive safeguarding training, and there is a designated safeguarding member on the Local Board.

This procedure is made available through the college website and safeguarding procedures and the referral process are explained to students in induction and Personal Development/Tutorial sessions. The impact of this is checked through Personal Development/tutorial Review week and student surveys.

2. Definitions of Young People, Adults at Risk and Abuse

Young Person – anyone classed as a child under the age of 18 years old, as defined by The Children Act (1989, 2004)

All staff should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases multiple issues will overlap with one another. Child abuse can involve any one or more of the following:

Abuse: 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. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.

Physical abuse: a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child from

participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Sexual abuse: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue in education.

- Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact: it can also occur through the use of technology. Like all forms of child sex abuse, child sexual exploitation:
 - can affect any child or young person (male or female) under the age of 18 years, including 16 and 17 year olds who can legally consent to have sex;
 - can still be abuse even if the sexual activity appears consensual;
 - can include both contact (penetrative and non-penetrative acts) and noncontact sexual activity;
 - can take place in person or via technology, or a combination of both;
 - can involve force and/or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence;
 - may occur without the child or young person's immediate knowledge (e.g. through others copying videos or images they have created and posted on social media);
 - can be perpetrated by individuals or groups, males or

females, and children or adults. The abuse can be a one-off occurrence or a series of incidents over time, and range from opportunistic to complex organised abuse; and is typified by some form of power imbalance in favour of those perpetrating the abuse. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, sexual identity, cognitive ability, physical strength, status, and access to economic or other resources. Some of the following signs may be indicators of child sexual exploitation:

- children who appear with unexplained gifts or new possessions;
- children who associate with other young people involved in exploitation;
- children who have older boyfriends or girlfriends;
- children who suffer from sexually transmitted infections or become pregnant;
- children who suffer from changes in emotional well-being;
- children who misuse drugs and alcohol;
- children who go missing for periods of time or regularly come home late; and
- children who regularly miss school or education or do not take part in education.

Neglect: the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy, for example, as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs

Analysis of previous safeguarding referrals at N show that key areas of risk that students may face include: homelessness following relationship breakdown with parents, substance misuse, and self-harm/suicidal thoughts.

Children with SEN and disabilities are more likely to be abused and / or neglected. Students with these needs are identified at enrolment and the information shared on eTrackr. Students are offered additional support through Learning Support. The attendance, achievement and welfare of these students is tracked by Learning Support but is the responsibility of all staff who work with them.

Other groups who staff should be particular alert to the possible need for early help include where the young person is:

- is a young carer
 - is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups
 - is frequently missing/goes missing from care or from home
 - is at risk of modern slavery, trafficking or exploitation
 - is at risk of being radicalised or exploited
 - is in a family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse
 - is misusing drugs or alcohol themselves
- eTrackr will be used to share information from enrolment and from other staff, to ensure that staff are aware of these possible needs.

Responses to safeguarding issues will be assessed with reference to Local Safeguarding Board thresholds. Staff should be clear on the distinction between 'concerns' at 'risk of harm' and 'immediate danger':

Concerns – where staff have any concerns about a child/adult at risk's welfare they should raise those concerns immediately with safeguarding lead (or deputy). Concerns and required actions will be recorded as confidential notes on eTrackr. Early Help Assessment and referral to statutory services will be considered.

Risk of Harm - Where staff believe a child/adult at risk is suffering or is likely to suffer from harm, they should raise this immediately with the safeguarding lead (or deputy). Where a child is suffering, or is likely to suffer from harm, a referral to children's social care (and if appropriate the police) will be made immediately. Where an adult at risk is suffering, or is likely to suffer from harm, the Divisional Safeguarding Lead or Deputy will follow this procedure to determine the appropriate next steps.

Immediate danger – Where staff believe a child/adult at risk is in immediate danger, they should raise this immediately with the safeguarding lead (or deputy), it may also be appropriate for the member of staff to contact the emergency services directly (999).

Peer on peer abuse - The college 'Respect Ethos' (student code of conduct) is also shared in induction and Personal Development/tutorial. Peer on peer abuse is an increasing problem nationally. This is most likely to include, but may not be limited to, bullying (including cyberbullying), gender based violence/sexual assaults and sexting. These topics are explained to students in induction and Personal Development/tutorial. NSFC has a zero tolerance approach to bullying and incidents are infrequent. Reports of bullying should be referred to the Designated Safeguarding Lead. The incident and action taken to resolve the issue will be recorded on the Bullying Log Spreadsheet (password protected) in Safeguarding Area.

Measures are in place to safeguard young people against potentially harmful and inappropriate material online, including web filtering and routine search term alert reports. Safe use of internet is covered within the Personal Development/tutorial programme for students.

All staff should have an awareness of safeguarding issues- some of which are listed in the statutory guidance. Staff should be aware that behaviours linked to the likes of drug taking, alcohol abuse, truancy and sexting put children in danger.

Female Genital Mutilation (FGM) - It is essential that staff are aware of FGM practices and the need to look for signs, symptoms and other indicators of FGM. Guidance on this will be provided in training and is also available in the ['Multi-agency statutory guidance on female genital mutilation'](#). FGM involves procedures that intentionally alter/injure the female genital organs for non-medical reasons. The Serious Crime Act 2015 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.

Adult at risk – (Replaces the previous terminology of vulnerable adults) a person over 18 years of age who has needs for care and support (whether or not the local authority is meeting any of those needs) and is experiencing, or at risk of, abuse or neglect and as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect, as defined by The Care Act (2014).

The Care Act (2014) refers to the following specific types of abuse in relation to adults.

- **Physical Abuse:** this is usually the use of force to cause pain and injury and signs might include burns, bruising, scratches, or accidents that cannot be explained. Also included is misuse of medication or forcing someone, for example, to stay in a care home against their wishes.
- **Psychological / Emotional Abuse:** this might be emotional abuse such as threats of harm or abandonment, humiliation, blaming or controlling behaviour, verbal or racial insults, enforced isolation, intimidation and coercion.
- **Financial Abuse:** this is when a vulnerable adult is exploited for financial gain. It includes theft, fraud, exploitation, misuse or misappropriation of property/finance etc. Often valuables will go missing in the home or there may be a change in financial circumstances that cannot be explained.
- **Neglect and Self Neglect:** this is when a vulnerable adult does not have their basic needs met, such as adequate food or warmth or help with personal hygiene. Signs might include deteriorating health, appearance or mood. It also includes ignoring indicators of abuse and withholding information in relation to allegations or suspicion of abuse.
- **Discriminatory Abuse:** this includes any sort of abuse based on a vulnerable adult's race, gender or impairment such as their mental or physical health.

- **Sexual Abuse and Exploitation:** this includes rape and sexual assaults and sexual acts to which the vulnerable adult has not consented, or could not consent, or was pressurised into. Signs can include changes in behaviour or physical discomfort.
- **Organisational Abuse:** this is poor professional practice, including neglect, and can take the form of isolated incidents right through to ill treatment or gross misconduct.
- **Modern Slavery:** this is when an adult has limited access to freedom of movement and / or is forced to work for little or no employment and denied their basic human rights. Aspects of forced marriage and sexual exploitation can fall into this category.
- **Domestic Abuse:** this is of the former categories of abuse being enforced by a spouse, partner or relative.

Private Fostering – where a child under the age of 16 (or 18 if disabled) is provided with care and accommodation by someone to whom they are not related in that person’s home. Where a member of staff becomes aware that a pupil may be in a private fostering arrangement they should raise this with the designated safeguarding lead. The designated safeguarding lead will notify the local authority of the circumstances, and the local authority will check that the arrangement is suitable and safe for the child.

Radicalisation - In line with our Prevent Duty it is important that all of our staff and learners regardless of age are protected from abuse linked to the risk of radicalisation, as discussed within Section 26 of the Revised Prevent Duty Guidance for England and Wales (2016).

For information on how to refer any concerns related to radicalisation and the Prevent Duty please refer to the Newcastle Sixth Form College Prevent Procedure.

3. People responsible for Safeguarding Young People and Adults at Risk

Safeguarding and promoting the welfare of children and adults at risk is everyone’s responsibility. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. People with designated responsibility for safeguarding issues in NCG are referred to in this document as Divisional Designated Lead/Deputy Divisional Designated Lead or NCG’s Designated Lead. A list of names, titles and contact details for these managers, other relevant members of staff and other relevant agencies is attached at Appendix 1.

4. Safeguarding the welfare of a child or Adult at risk

Dealing with disclosure of abuse - procedures for staff working with all learners, i.e young people and adults (including school children aged 14-16 years)

Abuse Disclosed by Student

- Promises of confidentiality should not be given as the matter may develop in such a way that these cannot be honoured.
- Inform the student that there is a legal duty to inform an authorised agency. The arrangements for this should be negotiated with the student.

The person to whom an allegation or concern is reported **must not question the child/adult at risk or investigate the matter further**; they must:

- Treat the matter seriously;
- Avoid asking leading questions and keep an open mind (use phrases such as 'tell me, explain to me, describe to me');
- Make a written record of the information as soon as possible (where possible in the child's own words), which should include:
 - the name of the complainant and, where different, the name of the child who has allegedly been abused
 - When and where the alleged incident took place, including date and time
 - Who was present
 - The account of what is alleged to have happened
 - a description of any injuries observed
 - Your name, signature and date
 - The student's signature, if appropriate
- If the complainant is the student him/herself, questions should be kept to the minimum necessary to understand what is being alleged. Care must be taken in asking or interpreting responses to questions about indications of abuse as this could have an effect on the evidence which is put forward if there are subsequent legal proceedings.

The names and contact details of managers who have responsibility for safeguarding issues are included in Appendix 1. If you have received an allegation of abuse or need further advice or guidance about an issue related to safeguarding, you should:

- Contact the Divisional Designated Lead within the Sixth Form College immediately to report that an allegation has been made

- If the Divisional Designated Lead is unavailable, you should contact the Divisional Deputy Designated Lead immediately to report that an allegation has been made. The Divisional Deputy Designated Lead concerned will contact either the NSFC Divisional Designated Lead or the Newcastle College Divisional Designated Lead as soon as possible but, in any event, within two hours.
- If you are unable to contact the Divisional Designated Lead or the Deputy Divisional Designated Lead within NSFC, you should contact the Newcastle College Divisional Designated Lead immediately and inform the Principal of NSFC.
- If none of the above are available, contact NCG's Designated Lead for further guidance.

In the unlikely event that none of the above named managers can be contacted within two hours of the initial concern arising, the member of staff making the report should contact the local Children's Social Care Service's duty social worker (Appendix 1) and notify the Divisional Designated Lead as soon as possible about the action taken.

- If a student is in immediate danger or at risk of serious harm, for example, in a life threatening situation, call the emergency services by dialling 999. You must then communicate the information to the appropriate manager/s in college (see appendix 3)
- Where a student has been found to be at physical risk on college premises, the NSFC Health and Safety Coordinator and Head of Estates should be informed immediately and certainly within two hours
- A flowchart describing this referral process is attached at Appendix 3.
- Referrals should always be to the local social services office for the area in which the child lives.

Abuse Suspected but not disclosed by Student

- Where abuse is suspected but not disclosed by the student, the member of staff with the concern should discuss their concerns with the Divisional Designated Lead or Deputy Divisional Designated Lead with responsibility for safeguarding (Appendix 1). They will record a confidential note on e-trackr and decide on appropriate next steps. Where the student is judged to be in immediate danger or at risk of harm they will make a referral to the local Children's Social Care and/or the Police.

Consent and Safeguarding Adults at Risk

Referrals to Adult Social Care and/or the Police for Adults at Risk should only be made with the consent of the Adult at Risk. This involves:

- Speaking to the Adult at Risk in private
- Getting their views on what has happened and what they want to happen next
- Give them information about the safeguarding adults process
- Seek consent to share the information

However the Divisional Safeguarding Lead or Deputy should override consent if they make an assessment that the Adult at Risk does not have the mental capacity to provide informed consent as set out by the Mental Capacity Act (2005). This act sets out 5 key principles:

- 1) Capacity is presumed unless proven otherwise
- 2) People should be supported to make decisions
- 3) The right to make unwise decisions
- 4) Best interests
- 5) Least restrictive intervention

Mental capacity assessments are decision and time specific. Consent should be overridden when:

- 1) Capacity affected by threatening or coercive behaviour
- 2) There is risk of critical harm
- 3) The concern is in the public interest
- 4) A serious crime has taken place

The Divisional Safeguarding Lead or Deputy must follow the guidance of the Newcastle Safeguarding Adults Board and seek advice from Adult Social Care if needed.

Record keeping and referral to group services should follow the processes outlined elsewhere in this procedure.

Action to be taken by the Divisional Designated Manager for Safeguarding

- Before taking action, the Divisional Designated Lead may wish to seek support or guidance from NCG's Designated Lead. If support or guidance is not necessary, the Divisional Designated Lead will report the matter to the local Children's Social Care Service duty social worker.
 - A written record of the date and time of the report shall be made and the report must include the name and position of the person to whom the matter is reported. A telephone report must be confirmed in writing to the local Children's Social Care Service within 48 hours. The confirmation may be handwritten, posted or emailed but, in any event, a copy of the document must be kept as a password protected electronic file in the safeguarding admin area, an identifier should be put on the etrackr record to indicate there is further confidential information available.
- Parental consent for referral should always be sought unless there is an immediate risk of harm to the child/ren or to do so would place the child at risk of significant harm. The Divisional Designated Lead should discuss with the local Children's Social Care Service or the Police what

action will be taken to safeguard the learner and/or other learners in the interim or with regard to retaining control until the appropriate person arrives. A written record of this conversation must be recorded either onto the NCG form or as a confidential note on etrackr. At no point should college staff undertake any investigatory interviews.

- The Divisional Designated Lead must notify NCG's Designated Lead as soon as practicable, following the process outlined in 'Referral to Group Services' below.
- The Divisional Designated Lead must review in writing the progress of the referral and the safety of the young person within 5 days, and at least half termly thereafter.
- Written Records - The Divisional Designated Lead shall retain a copy of:
 - The report to local Children's Social Care Service
 - Any notes, memoranda or correspondence dealing with the matter
 - Any other relevant material
- Copies of reports, notes etc should be kept securely locked at all times, and kept for a period of 7 years. Electronic copies should kept in the safeguarding area and be password protected.

Cover for Safeguarding Lead

A member of the Designated Safeguarding Team (Divisional Designated Lead, and 2 Deputies) must be present on site throughout the college day (840-5) In the unlikely event that no member of the Designated Safeguarding Team is available to respond to a disclosure or allegation, the Designated Safeguarding Lead at Newcastle College should be contacted and the Principal of Newcastle Sixth Form informed. The Designated Divisional Lead should be notified as soon as possible.

Students Aged 18 Years or Over not defined as 'at risk'

There is no need to report the abuse to any outside agency unless there is risk to others aged under 18 years, in which case the procedure for students aged under 18 years should be followed. The student may wish to involve the police. The Division's role is to support them through this process. Alternatively, the abuse may be in the past and student may require directing towards a counselling agency such as counselling support, Well Woman clinic, survivors' support group, or the NSPCC which also works with adult survivors of abuse.

Children missing from education

Where children withdraw from Newcastle Sixth Form College staff will speak to parents/guardians to ensure that they are continuing in education, employment or

training. This information will be recorded on etrackr and the withdrawal spreadsheet. Where it is not possible to contact the parents/guardians the relevant local authority will be informed.

Confidentiality and sharing of information

- The issue of confidentiality in the context of safeguarding is quite complex. How a member of staff handles the situation if a learner does not initially want to be identified as being in need of safeguarding is crucial in making them feel safe enough to disclose their identity. There are several things to consider including the possible risk posed to other children or young people and NCG's legal responsibility to notify Children's Social Care Services of confidential information, when justified in the interests of a young person's safety.
- If a young person does not wish to be named and staff are in any doubt about how to proceed, advice can be sought from the Divisional Safeguarding Lead or deputy who may contact the local Children's Social Care Service, Duty Social Worker for further advice.
- GDPR is not a barrier to sharing information with designated colleague authorities where there are safeguarding concerns.

5. Allegations about a Member of Staff

Recognising and responding to an allegation

The following procedures must be applied where allegations relating to a member of staff are received.

There are a number of sources from which a complaint or an allegation might arise, including from:

- A child or an adult
- A parent
- A member of the public
- A disciplinary investigation

The person to whom an allegation or concern is reported **must not question the complainant or investigate the matter further**; they must:

- Treat the matter seriously;
- Avoid asking leading questions and keep an open mind (use phrases such as 'tell me, explain to me, describe to me');
- Make a written record of the information as soon as possible (where possible in the child's own words), which should include:
 - the name of the complainant and, where different, the name of the child who has allegedly been abused

- When and where the alleged incident took place, including date and time
 - Who was present
 - The account of what is alleged to have happened
 - ○ a description of any injuries observed
 - ○ Your name, signature and date
 - Students' signature, if appropriate
- If the complainant is the student him/herself, questions should be kept to the minimum necessary to understand what is being alleged. Care must be taken in asking or interpreting responses to questions about indications of abuse as this could have an effect on the evidence which is put forward if there are subsequent legal proceedings.

If an allegation or suspicion of abuse by a member of staff is received:

- Contact the Divisional Designated Lead immediately to report that an allegation has been made.
- The Divisional Designated Lead will contact the Director of HR within two hours.
- If the Divisional Designated Lead or Deputy Lead are unavailable, you should report directly to the Director of HR or NCG's Designated Lead for further guidance.

If an allegation or suspicion of abuse by the Principal, Designated Divisional Safeguarding Leads or Wider SLT is received:

- Contact the NCG Designated Safeguarding Lead immediately to report that an allegation has been made who will contact the Local Authority Designated Officer.

Initial action by the Divisional Designated Lead (or Deputy)

The Divisional Designated Lead must not investigate the matter by interviewing the accused person, the child or potential witnesses, they must:

- Obtain written details of the allegation, signed and dated by the person receiving the allegation
- Record any other information in relation to time, dates and location of incident(s) and names of any potential witnesses
- Record discussions about the child and/or member of staff, any decisions made, and the reasons for those decisions

- Countersign and date the written record

The Divisional Designated Lead must report an allegation to the Local Authority Designated Officer (LADO) within 1 working day if the allegation suggests a person who works with children has:

- Behaved in a way that has harmed a child, or may have harmed a child
- Possibly committed a criminal offence against or involving a child
- Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children in connection with his/her employment or voluntary activity

The Divisional Designated Lead will also contact the Director of HR to agree how to inform the member of staff against whom the allegation has been made and to agree appropriate action pending any investigation initiated by the LADO.

If a concern or an allegation requiring immediate attention is received outside normal office hours the Divisional Designated Lead must consult immediately with the Children's Social Care emergency duty team or local police and also ensure that the LADO is informed the next working day.

Each local authority, through their Local Safeguarding Children Board has agreed procedures for managing allegations of abuse against people working with children. Divisional Designated Lead and the Director of HR will adhere to agreed local procedures.

6. Referral to Group Services

The Divisional Safeguarding Leads must inform Group Services of the following referrals:

1. Learner (children and adults at risk referrals to the Local Authority Designated Officer / Children and Families or Safeguarding Adults' Duty Team / Police whereby the learner is the alleged 'subject');
2. Learner (children and adults at risk) referrals to the Local Authority Designated Officer / Children and Families or Safeguarding Adults Duty Team / Police whereby the learner is the alleged 'perpetrator'
3. Staff referrals to the Local Authority Designated Officer / Children and Families or Safeguarding Adults Duty Team / Police whereby the staff member is the alleged 'perpetrator'

The Prevent and Safeguarding Notification Form should be completed and emailed to Referrals@ncl-coll.ac.uk within 2 days of the referral. All correspondence will be held in the strictest confidence. Should the Divisional Safeguarding Lead be required to complete local referral documentation that exceeds the content of the NCG referral form, then only part 1 of the Prevent and Safeguarding Notification Form should be

completed. This concession is intended to remove unnecessary duplication and bureaucracy – the quality and completeness of information remains the priority.

An anonymised record of the referral to Group Services should be recorded by the Divisional Safeguarding Managers on the 'Bullying, behaviour, and safeguarding Log' (password protected) in the Safeguarding Admin area.

There may be occasions where colleagues conscientiously refer the siblings of current students to Local Authority Designated Officer due to emerging concerns. In these cases, there is no compulsion to complete the Notification Forum, unless the potential outcome will have a likely and direct impact on the student. For example, a potential intervention from the local authority/police/CAFCAS that would see the family's children removed from their parents/carers, or a potential threat to the learner is apparent as a result of making the disclosure. Local records must be maintained.

Informing the ESFA

The Designated Safeguarding Lead must inform the ESFA by emailing Enquiries.EFA@education.gov.uk if NSFC or one of its subcontractors is the subject of an investigation by the local authority or the police in response to a serious safeguarding incident. This email must include the name of the institution, the nature of the safeguarding incident and confirmation that it is under investigation by the police.

Malicious Allegations

Where it is subsequently found that an allegation was made with malice aforethought, the Division will determine an appropriate course of action. This may include disciplinary action against the accuser, acceptance of a written apology (subject to agreement about future behaviour) or other such sanctions as are deemed appropriate.

7. Whistle blowing

Staff should act in accordance with wider NCG disclosure policy.

Whistleblowing is the term used when someone who works in or for an organisation wishes to raise concerns about malpractice in the organisation, and the cover up of any of these. In the case of safeguarding, this is likely to be about a dangerous or illegal activity, or widespread or systemic failure in relation to children and young people and/or the services they receive.

Whistleblowing is very different from a complaint or a grievance. It only applies when you have no vested interest and you are acting as a witness to misconduct or malpractice that you have observed.

Normally, you should first raise your concern internally, for example with your line manager. If you feel unable to do this (perhaps because your concern relates to them), you should raise your concern with the Newcastle Sixth Form Designated Safeguarding Lead or the Principal. If you feel the need to raise your concern outside the management line and/or to escalate a

concern that has been raised through your line manager/designated safeguarding lead/Principal you should raise it with the NCG Clerk of the Governors.

If you are worried at any stage about how to raise your concern, you should always seek independent advice at the earliest opportunity. This may be to check who may be best placed to deal with your concern or simply to talk the matter through in confidence first and discuss how to raise your concern. You can do this through your union or professional body or the independent whistleblowing charity Public Concern at Work (PCaW) on 0207 404 6609; or by email at helpline@pcaw.co.uk. For further information please see their website at www.pcaw.co.uk/. If you decide to seek advice from a legal advisor, then anything you say to them is automatically protected. If you have raised your concern internally but feel it has not been properly addressed, or if you feel unable to raise your concern at any level within your organisation, you may feel that you need to raise your concern outside your place of work. This should be with the Newcastle Local Authority Designated Officer.

8. NSFC Code of Conduct Addendum

This code has been written to assist staff in maintaining proper and professional relationships with learners and follows on from the NCG Staff Code of Conduct.

As an employee of Newcastle Sixth Form College staff are required to demonstrate high standards in their exercise of authority, their management of risk, and the active protection of learners from discrimination and avoidable harm. This code of conduct is designed to be useful for staff to provide a safe environment for learners and in avoiding situations that might lead to allegations against them.

Staff need to be prudent about their own conduct and vigilant about the conduct of others, so that their relationships with learners remain, and are seen to remain, entirely proper and professional. It is recognised that staff can be vulnerable to the possible consequences of their close professional relationships with learners and to the potential for malicious and misplaced allegations being made, whether deliberately or innocently, arising from the normal and proper associations that staff may have with them.

Many staff have a close working relationship with a number of learners which contributes to the quality of provision offered. The guidelines outlined below are not intended to make members of staff unduly anxious about working with learners but are, in fact, intended to give them confidence in offering guidance on appropriate behaviour and a professional approach.

Recruitment of Staff

All staff appointments are made following safer recruitment principles including take-up of 2 satisfactory references and DBS through the Disclosure and Barring Service. Until the DBS clearance has been received new staff working in 'regulated' activity are not allowed to work alone and without supervision with learners. In line with the NCG

Criminal Records Disclosure Policy, a formal risk assessment must be completed by the line manager. 'Prohibition from teaching checks' need to take place [the NCTL's Teacher Services system (previously known as the Employer Access Service) now provides restriction information about teachers from the EEA, and these checks must be recorded for staff from these countries]. Local Board members also require enhanced DBS checks.

Where staff are supplied by an agency, the agency are required to provide evidence that vetting checks have been completed. The identity of the person presenting at the college should be checked to ensure it is the same person for whom vetting checks have been provided.

Staff Training

All new employees will undergo the college Induction Programme which includes safeguarding responsibilities and the Safeguarding Young People and Adults at Risk Procedure.

All staff are required to complete mandatory training and ensure it is kept up to date (refreshing every 2 years). All staff should receive an update at least yearly through staff training. The Divisional Safeguarding Lead and Deputies are required to complete Level 3 Safeguarding externally and update every 2 years.

All staff working with learners, where appropriate, must undergo training in: Personal Care; Management and Administration of Medication; Risk Assessments and Movement and Handling of Persons

Key principles for the Safeguarding of Learners

- Staff working learners are in a position of trust and the guidance on Safeguarding learners applies to everyone
- All learners, whatever their age, gender, racial origin, culture, religious belief and/or sexual identity have the right to be treated with respect, have their dignity maintained and an entitlement to protection from mistreatment and abuse.
- All learners have the right to access learning with as much independence as is appropriate and within their capabilities, and to make choices, even if those choices involve a degree of risk (as long as the procedure on Risk Assessment is adhered to).
- All incidents and allegations or suspicions of abuse should be taken seriously and responded to swiftly and appropriately.

Acceptable use of technology including Social Media

Staff must follow the NCG IT Acceptable Use Policy. Staff must not instigate contact with or make 'friends' with current students from personal social media accounts. Staff should check their online privacy settings to ensure only material that they wish to be public is shared. Where current students contact staff through personal social media accounts staff should inform their line manager and if repeated attempts are made the issue must be raised with the student through their tutor.

It is acceptable for staff to run professional NSFC social media accounts but this must be with the knowledge of the line manager, and staff are responsible for ensuring that any such accounts maintain professional standards. Staff must give passwords for any NSFC social media account prior to leaving the organisation.

Communications between learners and staff, by whatever method, should take place within clear and professional boundaries. All communications are required to be transparent and may be open to scrutiny.

Good Practice Guidelines

All staff will be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. Some examples are below:

- Encourage an open environment – no secrets.
- Be mindful of where you work with a learner and of the potential risks which may arise from working with a learner in private.
- Treat all learners with respect and dignity.
- Maintain a safe and appropriate distance.
- As a general principle, staff should not have physical contact with learners. There may be very limited occasions when a learner needs comfort or reassurance, which may include physical comforting. Any such comforting gestures must always be acceptable to the learner concerned. A member of staff should be aware, however, that any physical contact may be misconstrued by a learner, parent / guardian / carer or observer. Staff should refer to the physical contact section of the NCG Code of Conduct.
- Staff who administer first aid should ensure wherever possible that another adult is present, if they are in any doubt as to whether necessary physical contact could be misconstrued.
- Where it is necessary to assist with personal care, for example, toileting or supervising dressing or undressing, staff should, wherever possible, be of the appropriate gender and be careful to protect the dignity of the learner. Wherever possible, two members of staff should be present when carrying out personal care.

- Ensure any form of movement & handling, physical support or personal care is provided appropriately and in line with college policies or protocols on Movement & Handling, Personal Care, Guiding Skills for the Deaf (CACDP) etc.

Taking Photographs/Videos of Students

A number of cameras are available to take photographs in the Sixth Form including the Admissions and Marketing camera. You are encouraged to use them when taking photographs for the Sixth Form. Any student photographed must be aware of this reason and consent to the photograph being taken. If you take a photograph with your own device it must be for a professional reason (eg class display). The image should be transferred to a Sixth Form computer as soon as possible and the original should be deleted. Line Managers should be made aware where a personal device is used.

Practices never to be sanctioned

- Allowing or engaging in any form of inappropriate touching or sexual contact.
- Using suggestive comments, even in fun.
- Making contact with current students from personal social media accounts
- Allowing allegations made by a learner to be unrecorded not acted upon or not referred on, where appropriate.
- Doing things of a personal nature when the learner can do it for themselves.
- Administering medication unless trained and approved to do so. See Administration of Medications Policy and Procedure
- Providing a lift in your car for a learner
- Visiting learners in their homes except in clearly agreed circumstances and unless approved by Designated Safeguarding Lead and Principal

Appendix 1 Useful contact details – external – Newcastle.

Name	Title	Organisation	Tel. Number
CHILDREN'S SOCIAL CARE SERVICES			
Children's Social Care			0191 2777417
INITIAL RESPONSE SERVICE			
Children's Social Care			0191 277 2500 or 0191 232 8520 after 5pm (Duty Social Worker)
POLICE PUBLIC PROTECTION UNIT			
PPU - Northumbria Police			0191 214 6555 or ring 101
LOCAL AUTHORITY DESIGNATED OFFICER			
	Local Authority Designated Officer (LADO)	Children's Social Care	0191 277 4636

DURHAM

Name	Title	Organisation	Tel. Number
CHILDREN'S SOCIAL CARE SERVICES			
Children's Social Care			0300 0267 979
INITIAL RESPONSE SERVICE			
Children's Social Care			0300 0267 979

POLICE PUBLIC PROTECTION UNIT			
PPU			0191 214 6555 or 101
LOCAL AUTHORITY DESIGNATED OFFICER			
	Local Authority Designated Officer (LADO)	Children's Social Care	03000 268835

GATESHEAD

Name	Title	Organisation	Tel. Number
CHILDREN'S SOCIAL CARE SERVICES			
Children's Social Care			0191 433 3000 or 0191 433 2704 (direct number)
INITIAL RESPONSE SERVICE			
Children's Social Care			0191 433 3989 0191 477 0844 after 5pm (Duty Social Worker)
POLICE PUBLIC PROTECTION UNIT			

		PPU	0191 214 6555 or ring 101
LOCAL AUTHORITY DESIGNATED OFFICER			
	Local Authority Designated Officer (LADO)	Children's Social Care	0191 433 3554 (direct line) or 07714957868)

NORTHUMBERLAND

Name	Title	Organisation	Tel. Number
CHILDREN'S SOCIAL CARE SERVICES			
Children's Social Care			01670 624888
INITIAL RESPONSE SERVICE			
Children's Social Care			01670536400 (use first) 01670 852 225 Out of hours – 01670 822386
POLICE PUBLIC PROTECTION UNIT			
		PPU	0191 214 6555 or 0191 295 1770 (central referral unit)
LOCAL AUTHORITY DESIGNATED OFFICER			
	Local Authority Designated Officer (LADO)	Children's Social Care	0845 600 6400 or 01670 623979

NORTH TYNESIDE

Name	Title	Organisation	Tel. Number
CHILDREN'S SOCIAL CARE SERVICES			
Children's Social Care Safeguarding			0191 643 7389
INITIAL RESPONSE SERVICE			
		Children's	0345 2000109

		Social Care	0191 200 6800 after 5pm (Duty Social Worker)
POLICE PUBLIC PROTECTION UNIT			
		PPU	0191 214 6555 or 101
LOCAL AUTHORITY DESIGNATED OFFICER			
	Local Authority Designated Officer (LADO)	Children's Social Care	0191 6437315 or 0191 643 7004

SOUTH TYNESIDE

Name	Title	Organisation	Tel. Number
CHILDREN'S SOCIAL CARE SERVICES			
Children's Social Care			0191 427 1717 direct 0191 424 4749
INITIAL RESPONSE SERVICE			
Children's Social Care			0191 424 7559 0191 424 5010/ 0191 456 2093 after 5pm (Duty Social Worker)
POLICE PUBLIC PROTECTION UNIT			
		PPU	0191 214 6555
LOCAL AUTHORITY DESIGNATED OFFICER			
	Local Authority Designated Officer (LADO)	Children's Social Care	0191 454 5021

SUNDERLAND

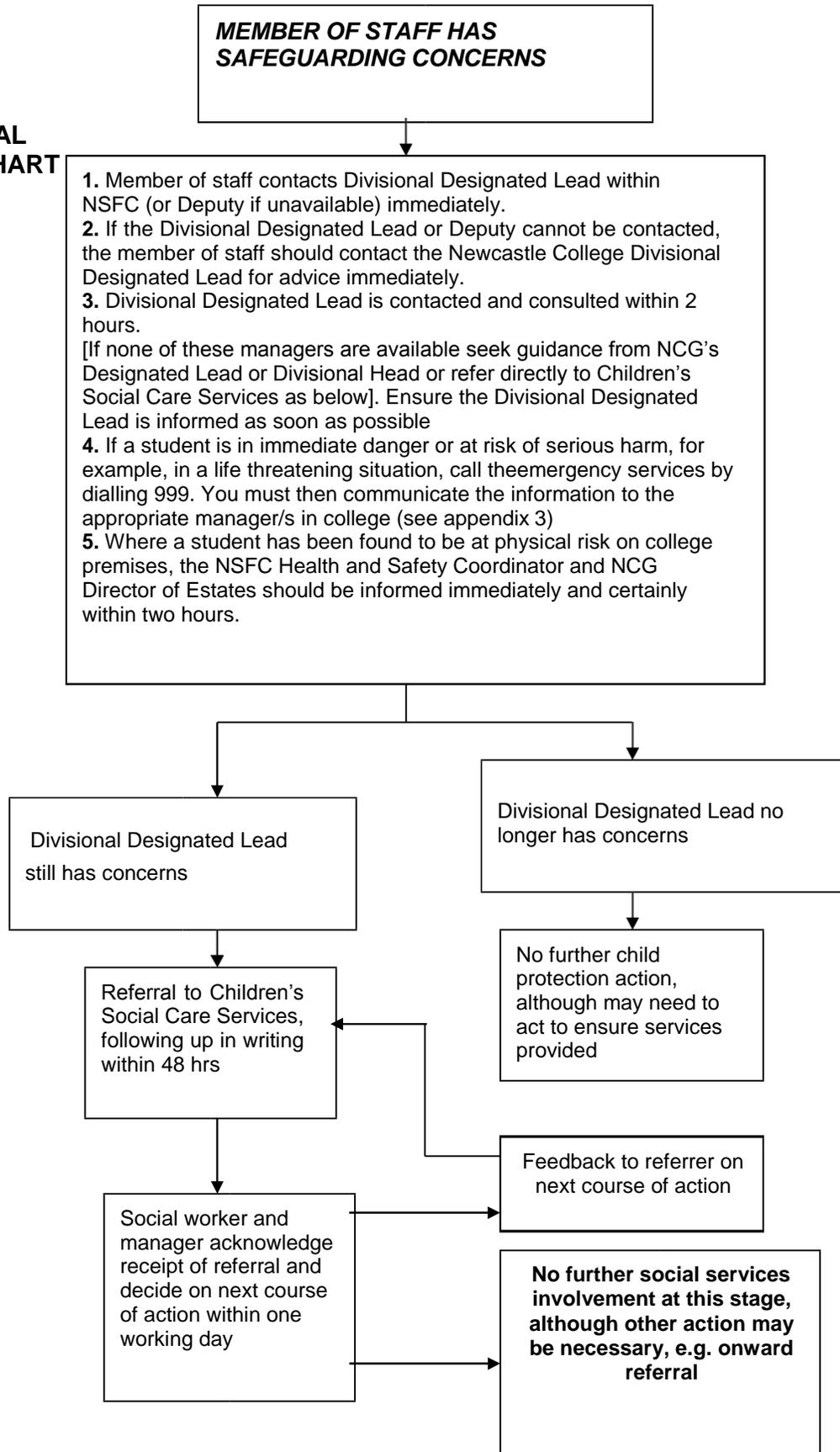
Name	Title	Organisation	Tel. Number
CHILDREN'S SOCIAL CARE SERVICES			
Children's Social Care			0191 520 5555 Direct line is 0191 561 1203
INITIAL RESPONSE SERVICE			
Children's Social Care			0191 561 7045 or 0191 520 5560 0191 520 5560
			after 5pm (Duty Social Worker)
POLICE PUBLIC PROTECTION UNIT			
	Inspector	PPU	0191 214 6555 or 101
LOCAL AUTHORITY DESIGNATED OFFICER			
	Local Authority Designated Officer (LADO)	Children's Social Care	0191 561 3901 or 0191 566 1635

Support Organisations

Childline – free National helpline for children and young people Tel: 0800 1111, www.childline.org.uk

The National Association for People Abused in Childhood – provides support no matter how long ago the abuse took place, pointing people in the right direction to take control of their own recovery. Tel: 0800 085 3330

**REFERRAL
FLOW CHART**



Appendix 3

All safeguarding and prevent external referrals should be recorded on the common NCG notification form, saved in the safeguarding 'students' folder using an agreed password.

**ALLEGATIONS/CONCERNS AGAINST STAFF
ACTION BY SENIOR MANAGER AND LA DESIGNATED OFFICER**

